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Volume 2, Number 22 *Dec. 12, 1987-Jan. 1, 1988*

UCSF Newsbreak

Imagine Yourself at the Campuswide Winter Carnival Party, Dec. 14

You arrive Monday afternoon at the entrance to Millberry Union, sometime after 3 p.m., and who is there to greet you but a band of trumpeters, filling the air with glorious Christmas melodies!

"Hey, this is pretty good," you think. Then you step inside and poke your head into the gym—but—it's not a gym. It's a town square winter carnival, with jugglers, singers and booths with delicious little international snacks. You have a little punch, a bite to eat, catch a ball for a juggler; then off you go, to see what you can see.

"Ah, ha, this is nice," you think, as you enter the lounges, where singer Cookie Wong is filling the rooms with her E-Z listening tunes. You see your friends, have a little more punch, spirits rise. You hear someone mention dancing.

"Where?" you ask.

"Downstairs," they say.

"Let's go," you reply. And you're off.

Wow! Who knew we had a ski lodge down here! And a big apres ski party going on! Hot apple cider, mulled wine, a fire going, a live band—"Hey, this is what you call a real winter carnival," you say.

Suddenly the music catches you, and away you go, dancing and dancing, and having the time of your life. "This is great," you think. "How many times during the year do we have the chance to get together and have a good time with people from the entire campus? From Parnassus, CED, 20th and Folsom, Oyster Point, SFGH, Laurel Heights and the VA?" All of a sudden you're feeling rather sentimental.

Then you hear them announce the last song, and snap to. That means there's just enough time to run back upstairs and have your picture taken on Santa's lap before the clock strikes seven.

You get your picture (and your hug from Santa), wave good-bye, and the last thing you hear as you walk out the door is . . .

"Good night! Thanks for coming! And may your holiday be very safe and happy!"

Free Parking—As an extra measure of welcome to employees at all off-campus sites, there will be validated parking in the Millberry Union garage for all arrivals after 3 p.m. for the campus party. Ticket validation at MU central desk.

Jewish Women's Support Group Hanukkah Potluck—Monday, December 14, noon to 1 p.m. Everyone welcome. Call x65836 for details.

LPPI Holiday Drawing—Win a color TV or other great prizes in a drawing to benefit the LPPI Patient Benefit Fund. Thursday, December 17, 11 a.m. to 2 p.m. in LPPI Lobby. Purchase tickets for $1 (25 for $20) from any LPPI employee. Call x67506 or x67000.

Anne Dowie

Whose idea was the Winter Carnival theme? Here are some of the culprits, clockwise from top: committee chair Mark Jordan, Randy Balch, Aggie Canfield, Roz Tuttle, Kathy Balestreri, Paula Schultz and Dianne Leiker (searching the sky for any sign of snow). Other committee members: Nancy Cutler, Linda Groah, Leona Hansen-Nealey, Maura Hopkins, Carroll Johnson, Ken Lem, John O'Connor, Hilary Pritchard, Sally Soper, Charles Taylor, John Ungaretti and Kathleen Wesner.

Thank You for Your Food Bank Donations

Anne Dowie

Thanks to you, the AIDS Food Drive sponsored by the UCSF Gay Men's Support Group for the SF AIDS Foundation Food Bank was a great big success. The combined value of the food and cash donated totaled about $4,000, says drive coordinator Dave Goldberg. That's almost twice the amount collected in last year's drive! In addition to the food drive, the two-week event included an AIDS lecture series coordinated by Mark Singer (center) and Bob Schwartz (right). The food drive and lectures were co-sponsored by the Med Center's Management Advisory Group (MAG), the Chancellor's Office, and the Academic Business Officers Group (ABOG).

Last Piece in AIDS Puzzle Discovered

The last and most unusual piece in the puzzle of how the AIDS virus multiplies inside the body's immune cells, eventually breaking out to spread the infection, has been discovered by immunologists Matija Peterlin, MD, UCSF assistant professor of medicine, and Paul A. Luciw, PhD, UC-Davis assistant professor of medical pathology.

With the mechanism now known in detail, drug designers can search for drugs to disrupt this genetic control to stop the multiplication of the virus, says Peterlin.

What they found is that the virus—which normally rests in the chromosomes of a cell until activated by some outside trigger—will multiply only if a roadblock that stops duplication of the virus is removed. The only thing that can remove this roadblock is a protein of the AIDS virus itself, which is produced by a gene called TAT. It's like a Catch 22: the AIDS virus cannot multiply without the TAT protein, but to get it, the AIDS virus has to multiply.

Occasionally the virus does slip around the roadblock, however, duplicating its genes, including TAT, so that some of the TAT protein is produced. This protein then helps the virus get around the roadblock more often, to produce more virus and more TAT protein—snowballing until the virus is multiplying at full speed.

Clinical Research Symposium, Jan. 8: "Molecular Basis of Human Disease"

Leading investigators from the School of Medicine will emphasize basic science approaches to disease-related problems in "Molecular Basis of Human Disease," a clinical research symposium on Friday, January 8, from 1 to 5 p.m. in the Laurel Heights auditorium.

Students, postdoctoral fellows and faculty from both basic science and clinical departments are welcome and encouraged to attend. There is no charge for attendance, no reservations are required, refreshments will be provided, and transportation from Moffitt Hospital to and from the symposium is available by calling x62342.

On the subject of infectious diseases the speakers will include Don Ganem, Matija Peterlin, Nina Agabian and Jim McKerrow; on genetic diseases, David Cox, Charles Epstein and Robert Mahley. Bruce Scharschmidt will serve as overall moderator. The program will include the opportunity for discussion between audience and speakers. For general questions, contact Rusty Williams at x64402 or Valli McDougle at x62342.

Meet the New MAP Award Winners

Anne Dowie

Twelve members of the Management and Professional Program are the most recent recipients of the MAP Incentive Award: (front row) Hospital Information System's John Volz, Med Center Administration's Mary Jane Allison and Ron Lipsy, and Contracts and Grants' Mardi Petrakis; (back row) Payroll's Phil Ruttenberg, Budget and Reimbursement's Charles Taylor, Planning and Marketing's Reece Fawley, Risk Management's Richard Johnson, Accounts Receivables' Al Naklowycz and Development's Susan Jacobson. Missing are patient Accounts' Albert Gee and Nursing Service's Susan Flanagan.

A Special Eight-Page Insert

Are your supervisory skills a little shaky? Your computer skills about as bad as a three-year-old's? Or maybe you just can't communicate! Well, don't despair. In this issue of *Newsbreak* you will find an eight-page insert (designed to be pulled out and saved) featuring all of the Development and Training courses available to staff employees through the month of March. Go ahead, pick out a course. You owe it to yourself.

Shuttle Moves to LPPI, Parking Exit to Irving

As preparation for the new library moves ahead, changes are taking place that may very well affect your life. Take note:

- **The CED/SFGH, Aldea, Laurel Heights shuttle stop at 3rd and Parnassus will be relocated to the front of LPPI.** This is scheduled to take place during the last week of December. Watch for notice from the Transportation Department.
- **The MU public parking exit will be switched from Parnassus to the exit on Irving near 2nd Avenue.** All permit parking will enter and exit near Arguello and Irving. This also is scheduled to happen the end of December, and again, a memo with exact dates will be distributed.

Other developments forthcoming in December:

- News Services is scheduled to move from 532 Parnassus to the ground level of Medical Sciences, Room S 20, with new box number 0462. Extension 62557 remains the same. Assistant Chancellor for Communications Michela Reichman will move to Room S 101 with the new extension 61009.
- Development already has moved from 532 Parnassus to 100 Medical Center Way, into the old physical plant building, with same box number 0248. All of Development is there except for Development Services, which is now in Laundry Storehouse, Room 100.
- The Marin commute bus pick-up stop is moving from Millberry Union to the front of the School of Dentistry. Exact dates and details will be provided to riders by the bus operators.

Anne Dowie

Yes, it's a big trophy, but thank goodness UCSF Golf Club president Freeman Bradley could be present to help Pharmacy's Alan Kinghorn hold it up for the photo. Kinghorn won the championship in the club's recent tournament, co-sponsored by EMPACT. Besides the trophy, he also won $75, which is what club treasurer Ron Baker is holding. There are four tournaments coming up in 1988, and you're welcome to participate. Call Freeman Bradley, x61593.

Peggy Huang Takes a Trip to South Africa to Teach the Zulus

Peggy Huang, principal instructor in UCSF's Diabetes Teaching Center, just returned from one of the most unusual teaching assignments she's ever had. At the invitation of the chief minister of the Zulu homeland in South Africa, called KwaZulu, Peggy spent a week coaching Zulu nurses in the principles of what she does every day at UCSF: helping patients with diabetes to understand and self-manage their disease.

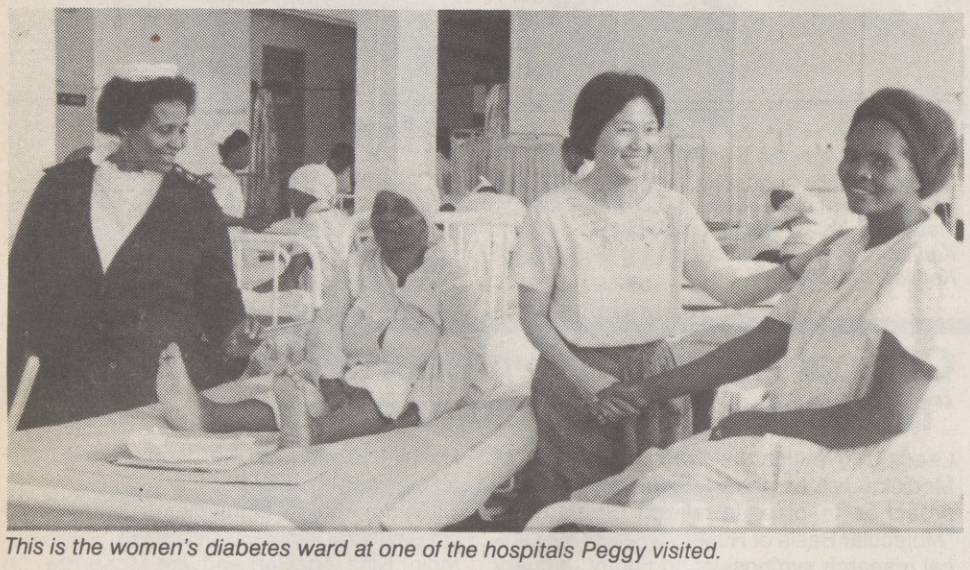
The idea for the trip began when the Zulu chief minister, himself a diabetic, visited San Francisco last year and was referred to UCSF's Peter Forsham for treatment. When he learned about our diabetes patient education program, the Zulu official was taken with the idea of providing a workshop on diabetes teaching for health professionals in his own country. San Franciscans Jerry and Patti Hume were willing to provide the financial support for the project. And Peggy was recommended as the person to make the trip.

"At first I had reservations about the trip," says Peggy. "I have traveled and taught extensively in Southeast Asia, but I was not at all familiar with the cultural habits in South Africa. I didn't even know if I'd be welcome there."

But as soon as she arrived and met the workshop participants, she knew she was okay. The 14 nurse participants, representing referral hospitals from throughout the Zulu homeland, were friendly, well-educated and quick to grasp the principles she had to offer.

During the workshop, the group had the opportunity to visit a diabetes clinic nearby, where Peggy provided an on-the-spot demonstration of teaching techniques with one of the patients. She also visited several hospitals after the workshop concluded, including a large teaching facility where she lectured fourth-year nursing students.

She didn't sample quite as much of the Zulu culture as she would have liked. Most of the time she was in modern medical facilities or environments influenced by Western culture. "I can't even say I truly sampled the native diet. I ate most of my meals at the hospital, and wouldn't you know it, that particular week they were having 'American Week' in the cafeteria—featuring hot dogs and hamburgers."



This is the women's diabetes ward at one of the hospitals Peggy visited.

Cochlear Implant Success Leads to Clinical Trials of More Sophisticated Model

A four-channel cochlear implant developed by researchers at UCSF has proved so successful in giving totally deaf persons the ability to understand human speech that the UCSF team has begun work on a more sophisticated eight-channel model. The new device is expected to give deaf patients improved results in recognizing speech and to broaden the opportunity for success in patients who received only minimal benefit with the previous implant, according to Robert Schindler, MD, clinical director of the UCSF Cochlear Implant Project.

Like the four-channel device, the new implant will consist of a receiver and electrodes that are surgically implanted beneath the skin behind the ear, and an external speech processor. The processor converts speech and sound into electrical signals that are then transmitted to the auditory nerve by the implanted system.

The new device will consist of 16 electrodes that can work singly, in eight pairs, or in any combination of individual or paired electrodes to stimulate the auditory nerve. "This flexibility in stimulation is the key because it makes it possible for the patient to hear more of the tone or pitch qualities that are present in normal speech," Schindler said.

UCSF has been a world leader in development of cochlear implants since the 1960s, with much of the pioneering work done by Robin Michelson, MD, clinical professor of otolaryngology; Michael Merzenich, PhD, professor of otolaryngology and physiology and research director of the UCSF Cochlear Implant Project; and Schindler, together with a team of engineers and auditory scientists.

Hamilton Lectureship Established

In what came as a complete surprise to Bill Hamilton, MD, professor of anesthesia and vice dean of the School of Medicine, James P. and Marjorie Livingston of Walnut Creek have made a gift of $50,000 to the UCSF Foundation for the establishment of the William K. Hamilton Distinguished Lectureship in Anesthesia.

"Dr. Hamilton introduced the Livingston family to the UCSF campus," wrote the Livingstons in their letter to Chancellor Krevans accompanying the gift, "and we are hopeful that this small token of our respect can be used to further enhance the international reputation of your outstanding Department of Anesthesia and School of Medicine."

Department of Anesthesia chair Ronald Miller, MD, will head the planning committee for the inaugural lectureship, scheduled for November, 1988. The intent, says Hamilton, is to make this a schoolwide event, with planning committee members representing the entire School of Medicine.

James Livingston is executive vice president and director of National Medical Enterprises, Inc., of Modesto, trustee of the UCSF Foundation and ex officio member of the UCSF Board of Overseers.

Headed for the Hills this Ski Season? Check EMPACT!'s Super Ski Program

If the winter agenda for you and/or your group includes *"Go Skiing,"* don't make plans until you check out the package of opportunities provided by EMPACT! and Campus Outdoor Programs:

- **Ski Cabin Rentals.** Modern cabins in North and South Lake Tahoe, sleeping at least 12 people. Midweek, $95 per night. Weekends: $260-$270 per weekend. Call Outdoors Unlimited, x62078 or x61469.
- **Downhill Ski Trips.** Weekend cabin trips to North Tahoe for groups of 10 to 12; include two nights lodging, transportation to and from Tahoe and ski resorts, two breakfasts, two lunches and Saturday night dinner, plus discount lift tickets and ski rentals. $120 per person. Call Outdoor Programs, x1469.
- **Cross Country Ski Trips.** Weekend cabin trips for individuals or groups; include two nights lodging, equipment rental, instruction, guided tours Saturday and Sunday, and Saturday night dinner. Transportation not included. $100 per person. January 29-31 and March 25-27. Call x62078 or x61469.
- **Ski Lift Discounts.** Save dollars on lift tickets for Squaw Valley, Alpine Meadows and Northstar. Present UCSF identification at Outdoors Unlimited. See address below.
- **Equipment Discounts.** Lombardi's Sporting Goods, 152 Clement, is offering all UCSF employees a 10% discount on all items, except merchandise on sale.
- **Sno-Park Permits.** Permits for roadside parking at popular cross-country trailheads. Season, $10; weekend, $2. Purchase at Outdoors Unlimited.

Outdoors Unlimited is located in the old University Hospital. Enter from Parnassus beteen 3rd and 4th Avenues. Hours: Monday through Friday, 11:30 a.m. to 1 :30 p.m. and 5 to 7 p.m.; Tuesday, Wednesday and Thursday, 4 to 6 p.m.)

Last Call Holiday YMCA Camp for Kids

Two sessions are offered: December 21 through 24; and again from December 28 through 31. Like last summer, there will be transportation to and from the Parnassus campus for the first 15 people who request it. Camp: $60 a session, 8 a.m. to 5 p.m. daily. $5 extra for transportation. Call Stonestown YMCA, 759-9622.

Free Hepatitis B Vaccine for Employees

If you have regular and frequent contact with blood and blood products, then you are eligible for a hepatitis B vaccine program being offered at no cost through the Employee Health Service. This is for all Medical Center and campus employees fitting the above description. The vaccine is available to faculty at a nominal cost.

Before administration of the vaccine, explains Employee Health head nurse Dolores Giles, an antibody test is taken to determine immunity to hepatitis B. If the test is negative, the individual begins a series of three injections, requiring six months to complete.

The vaccine—Hepatitis B Vaccine (Recombinant)—is the first to be genetically engineered, says Dolores. Produced in yeast cells, the vaccine carries no risk of infection, and is free from association with human blood or blood products.

Eligible staff members may go to the Employee Health Service in ACC, Room 440, for screening, Monday through Friday, 8 a.m. to noon or 1 to 4 p.m.

Women Needed for SFGH Studies

The Department of Ob/Gyn and Reproductive Sciences at SFGH is seeking healthy postmenopausal women to participate in a study comparing two anti-estrogen drugs. The study will last 39 days and will require up to 6 visits. Volunteers will be reimbursed $300. Call 821-5108 for further information.

Women also are needed for a birth control study at SFGH. The study involves using a contraceptive capsule called Capronor which works for a year. If you are between the ages of 18 and 35 and have had at least one baby, you may be eligible for the study. Call 648-7400.

UCSF Biologist Travels to Antarctica

UCSF research biologist Deneb Karentz, PhD, from the Laboratory of Radiobiology and Environmental Health, left for Antarctica recently to look at how that continent's marine organisms and terrestrial plants repair genetic damage caused by ultraviolet light.

She is one of nearly 300 researchers who have headed for Antarctica to conduct a wide range of experiments. A significant number of these scientists will attempt to assess the consequences of the annual summer drop in stratospheric ozone over the continent.

Karentz, whose expertise includes marine biology as well as the complex molecular events by which a cell repairs damage to its DNA, heads one of two projects that will look at the effects of ultraviolet light on marine life. She plans to spend three months at Antarctica's Palmer Station, followed by two months in Australia studying other tropical marine organisms.

UCSF *Newsbreak*

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Deadline for the next issue, which will cover January 2-15, 1988, will be at 11 a.m., Tuesday, December 15. Please send campus news copy to Allen Balderson and Medical Center news to Dawn Finch, both at the above address. Last-minute copy can be taken over the telephone by calling x61541 or x62557.

Editor: Allen J. Balderson
Med Center writer: Dawn Finch
Calendar, Gazette editor: Donald Hickerson
Production editor: Don McClelland
Contributing editors: Alice Baloff, Andy Evangelista, Patricia Forsyth, Carol Fox, Corinna Kaarlela, Robert Sanders

Michela Reichman, Assistant Chancellor—Communications

Gazette

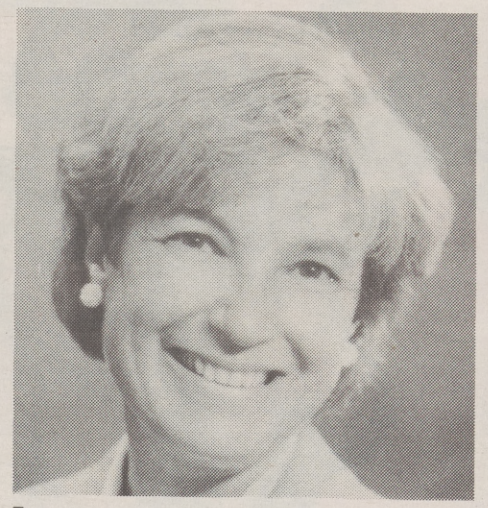
Honors & Awards

Scully

A. Lois Scully, clinical professor, medicine: Awarded the Elizabeth Blackwell Medal by the American Medical Women's Association for her outstanding contribution to the cause of women in medicine.

Leona Hansen-Nealey, director, Volunteer Services: Appointed chair-designate of the 1988 Directors' Coordinating Council of the California Association of Hospitals & Health Systems.

David J. Sanchez, Jr., associate professor, family & community medicine; coordinator, UCSF MEXUS Program: Appointed to the UC Consortium on Mexico & the United States (UC MEXUS), Senate Concurrent Resolution 43 Executive Committee which will coordinate a University-wide effort to prepare a research agenda addressing issues related to California's Hispanic/Latino population.



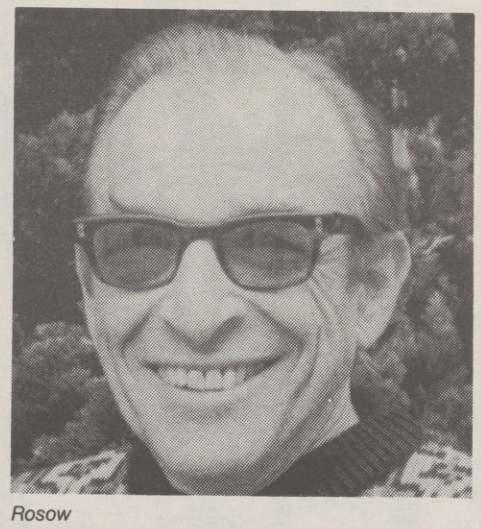
Terr

Lenore C. Terr, clinical professor, psychiatry: Elected a director of the American Board of Psychiatry & Neurology.

Marilyn Skaff, pre-doctoral student, human development & aging: 1987 Best Student Research Paper Award from the Behavioral & Social Sciences Section of the Gerontological Society of America.

Martin L. Rossman, clinical associate, medicine: His book, *Healing Yourself: A Step-By-Step Program for Better Health Through Imagery* (Walker & Co., NY 1987), was named one of the top ten health books of the year by *American Health* magazine.

Howard A. Liddle, associate professor, family & community medicine: Elected fellow of the American Psychological Association.



Rosow

Irving Rosow, director, Human Development & Aging Program; professor, medical sociology: Received an annual Award for Contribution to the Study of Aging from the Behavioral & Social Sciences Section of the Gerontological Society of America. Last year, Rosow received the Award for Distinguished Contribution to the Sociology of Aging from the American Sociological Association, Section on Aging.

Theodore L. Phillips, professor & chair, radiation oncology: Elected to board of trustees, Northern California Cancer Center.

James W. Crawford, coordinator, Campus Tours & Speakers Bureau: Reappointed to the board of directors of the American Cancer Society, San Francisco Unit. He has served as chair of the communications committee since 1975.

Pearl Toy, associate professor, laboratory medicine: Invited speaker at the Planning Workshop for the National Education Program on Blood Donation & Transfusion of the National Heart, Lung & Blood Institute.

Publications

Robert H. Glass, professor, obstetrics, gynecology & reproductive sciences: Editor, *Office Gynecology* 3rd Ed. (Williams & Wilkins, Baltimore 1987).

Roger A. Pederson, professor, radiology & anatomy: Co-editor, *Experimental Approaches to Mammalian Embryonic Development* (Cambridge Univ. Press, NY 1987).

John L. Ziegler, professor, medicine: Co-editor, *Kaposi's Sarcoma: Pathophysiology & Clinical Management* (Marcel Dekker, NY 1987).

Promotions

Promotions are made available to this publication after they are processed by the Personnel Department.

Redempto Basas, staff research associate I, radiation oncology.

Jane Butler, administrative assistant II, anesthesia.

David Lo, computer operations supervisor, HISD: computer services.

Marcus McCrory, billing assistant II, patient accounts.

Hollis Miller, physical plant gardener (b), physical plant.

Amanda Newstetter, counselor assistant III-supervisor, psychiatry.

Daniel Orozco, clinical faculty affairs assistant III, LPPI-academic affairs.

Wilbert Rimper, police officer, police.

Saolotoga Taeleifi, associate chief technologist, radiology.

Big Boost For Arthritis Research

Anne Dowie

In memory of her late husband, Carol Koshland (left) has donated $100,000 to the Rosalind Russell Research Center for Arthritis. Among those attending a reception to acknowlege Mrs. Koshland's long-time support was Ephraim Engleman (right), director of the Center.

Magnetic Resonance to Diagnose Brain Lesions Caused by Vitamin B Deficiency

Brain lesions caused by vitamin B1 (thiamine) deficiency now can be effectively and rapidly identified using magnetic resonance imaging (MRI), UCSF researchers have reported.

"Wider recognition of this disorder is clearly necessary," said UCSF neurologist Michael Charness, MD, at the Ernest Gallo Clinic and Research Center at SFGH. Autopsy studies in the US, Australia and Scandinavia have demonstrated that brain lesions found in the disorder (called Wernicke's encephalopathy) are found in one to three percent of the general population, making this the most common serious problem related to a vitamin deficiency in this part of the world, Charness said.

Ninety-five percent of these cases are alcoholics who often do not have adequate diets and have difficulty in absorbing what little thiamine they do get. Prompt diagnosis and vitamin replacement can prevent the progression of the disease. "Unfortunately, a number of studies have shown that most patients who had this type of lesion at autopsy were never diagnosed during life," Charness said.

Charness and coauthor Stanford neuroradiologist Robert DeLaPaz, MD, reported on nine patients with chronic Wernicke's encephalopathy in the November 1987 issue of the *Annals of Neurology*.

Endocrine Expert Choh Hao Li Dies at 74

Internationally-known hormone expert Choh Hao Li, PhD, emeritus professor of biochemistry and experimental endocrinology died November 28 in Berkeley. He was 74 years old.

Li, who had been director of UCSF's Laboratory of Molecular Endocrinology since 1983, has long been the recognized leader in pituitary hormone research. In more than 50 years of research he was the first or among the first to isolate and purify eight of the nine hormones produced by the pituitary gland, including growth hormone and beta-endorphin.

Co-author of more than 1100 scientific articles, Li received dozens of major scientific awards in his lifetime and 10 honorary degrees from universities around the world.

Born in Canton, China in 1913, Li graduated in 1933 from the University of Nanking with a degree in chemistry. He completed his doctorate in physico-organic chemistry at UC-Berkeley in 1938. He lived in Berkeley ever since.

The family asks that gifts in his memory be directed to the Hormone Research Foundation, Laboratory of Molecular Endocrinology, UC-San Francisco, 94143-0642.

Tilden Leaves, Kane Appointed

Scott Tilden, Assistant Chancellor for Development, will be leaving campus December 31 to become executive director of the American Foundation for AIDS Research in Los Angeles. During the expected six-month recruitment for a new assistant chancellor, Kathleen Kane, Director of Planned Giving for the past five years and senior staff member of the UCSF Development Office, has been appointed the acting director. Because much is to be done over the next several months, both with regard to the library campaign and in coordinating with other activities of the Chancellor's Office, Kane will be reporting through Assistant Chancellor Francie Petrocelli until the new Assistant Chancellor is appointed.

Kane

Mikkel Aaland

Union, Management Join Forces for Study

A pilot study of the long-term effects of solvents on auto workers has begun at the UCSF Occupational Health Center at SFGH with initial funding from General Motors and the United Auto Workers.

"This is the first time union and management in the auto industry have funded a project like this together," said Charles Becker, MD, chief of the division of occupational medicine at SFGH.

It has been suspected for some years, Becker said, that solvents either alone or in mixtures may temporarily or permanently alter the nervous system, sometimes in ways that are not easily detected.

The goal of the initial phase of the study is to identify a group of GM auto workers who have had exposures to solvents for more than 10 years. Once the preliminary work is done, the study will compare the possible neurological effects of solvents on this group in comparison with a control group.

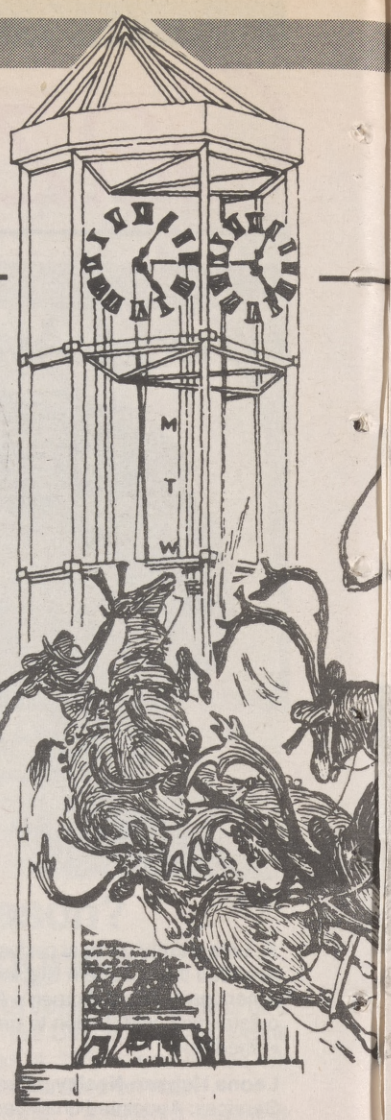
Public Policy Research Proposals

The California Policy Seminar, a program that links UC resources with state policy concerns, has funds available for faculty investigating policy issues relevant to California. Support ranges from $15,000 to $75,000 for research covering a period of six months to two years. Proposals must be received by January 8, 1988. For an application, contact California Policy Seminar, 109 Moses Hall, UC-Berkeley, 94720, (415) 642-5514.

New Guidelines for Human Research

The newly revised "UCSF Guidelines for Research Involving Human Subjects" now are available in the Committee on Human Research (CHR) office. The guidelines cover the responsibilities of UCSF investigators conducting research on human subjects, the jurisdiction and charge of the CHR, and updated information on preparing applications for review by the CHR. The new guidelines also reflect several important policy and procedural changes, which are intended to streamline the CHR review and approval process. Samples of all new and revised application forms are included. For further information call x61814.

Today/Tomorrow.



12 Saturday

ANESTHESIA MORBIDITY/MORTALITY CONFERENCE. HSW 301. 8-10 a.m.

ORTHOPAEDIC GRAND ROUNDS. Clinic Aud., Highland Hosp., Oakland. 8-9 a.m.

UROLOGY GRAND ROUNDS: *ESWL: The Next Generation-EADP: Lithotrypsy.* Edward J. Collins, Uro. *Anatomy of Penile Neurovascular Structure & Its Surgical Significance.* Sherif Abosief, Uro. Preceded by D&C reports & case presentations. 8:30-11 a.m.

14 Monday

MOBILE MAMMOGRAPHY SCREENING SCHEDULE

Women can have low-cost mammograms—x-rays to screen for breast cancer—from a mobile van that travels to convenient shopping or downtown locations in San Francisco and remains for a week at a time.

Women need the approval of their physicians to have the mammogram. The procedure takes approximately 20 minutes and costs only $40. To make an appointment call 990-0459 or x62193 between 9 a.m. and 3:30 p.m.

The van will be at the following locations for the next three weeks:

Dec. 14-18: Richmond District on 7th Ave., between Geary & Clement.

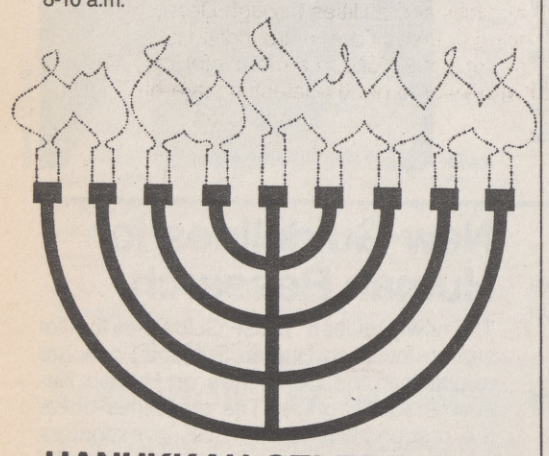
Dec. 21-Dec. 23: Diamond Heights Blvd. near the Safeway. Closed Dec. 24 & 25.

Dec. 28-30: Civic Center, on McAllister St. between Larkin & Polk. Closed Dec. 31 & Jan. 1.

CANCER WORKSHOP DEC 14-17

An international workshop addressing the causes, pathogenesis & cell biology of cancer. Moderated by John Cairns, Harvard School of Public Health. Call Diane Thomas, x64325.

OTOLARYNGOLOGY GRAND ROUNDS: *Auricular Reconstruction.* Richard Schaler, Oto. S 214. 8-10 a.m.



HANUKKAH CELEBRATION

Celebrate Hanukkah at a pot-luck lunch sponsored by UCSF Jewish Women's Support Group. Noon-1 p.m. For location call x65836.

OVEREATERS ANONYMOUS MEETING: N 417. 12:10 p.m. Call Janet, x61504.*

LABORATORY MEDICINE CORE CURRICULUM: *Rheumatic Disease Serology: Selected Aspects.* Gary Jarvis, Lab. Med. L 535. 2-3:30 p.m.

CVRI SEMINAR: *Mechanisms of Subendocardial Ischemia.* Julien Hoffman, Ped. Physio. S 1364. 4-5:30 p.m.

HOLIDAY WINTER CARNIVAL

Whoop it up at the annual campus Christmas bash for faculty & staff. MU. 3:30-7 p.m. (See page 1 for details.)

LABORATORY MEDICINE GRAND ROUNDS: M. Avium *Complex: Recent Microbiologic & Immunologic Studies.* Lowell Young, Infect. Dis., Pacific Med. Ctr. & Kuzell Inst. L 535. 4-5 p.m.

PEDIATRIC UROLOGY CONFERENCE: *Urethral Problems in Girls & Boys.* Paramjit Chandhoke, Uro. M 460. 4:30-6 p.m.

15 Tuesday

COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Conf. Rm., 6th Fl. A. 8 a.m.

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: *Moh's Surgery for Oral Tumors.* Roy Grekin, Derm. C 701. 8-10 a.m.

SFGH PEDIATRIC GRAND ROUNDS: *Neonatal Herpes Infection: Recognition, Therapy & Management.* Ann Arvin, Ped. & Infect. Dis., Stanford. Rm. 5K8 or Carr Aud., SFGH. 8-9:30 a.m.

TRANSFUSION MEDICINE RESEARCH FORUM: *Review of AABB Meeting.* Girish Vyas & Michael Busch, Lab. Med. L 535. 8:30 a.m.

OB/GYN & REPRODUCTIVE SCIENCES GRAND ROUNDS. S 1364. 9 a.m.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.

OBSTETRICS, PEDIATRICS & ANESTHESIOLOGY CONFERENCE: John L. Kitzmiller, Ob/Gyn; Roderic H. Phibbs, Ped. & CVRI; Sol Shnider, Anes. & Ob/Gyn. M 1486. Noon.

INTERNATIONAL FOLK DANCING: Line dancing led by Dean Linscott. No partner needed, beginners welcome. MU Gym. 1:15-2:30 p.m. $2.*

SFGH GI-MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 4-5 p.m.

*Open to the public.

16 Wednesday

HAND SURGERY CONFERENCE: *Carpal Tunnel Syndrome.* Ismail Jatoi, Surg. S 214. 7-8 a.m.

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call Lourdes Sibayan, coordinator, x61662.

PSYCHIATRY GRAND ROUNDS: *Towards a Psychology of Human Survival.* Roger N. Walsh, Social Sci. & Phil., UCI. LPPI Aud. 8-9 a.m.

DERMATOLOGY CONFERENCE: *Advances in Clinical Allergy.* Abba Terr, Derm., Stanford. HSW 301. 8 a.m.

NUCLEAR MEDICINE SEMINAR. L 340. 8:15-9:15 a.m.

ENDOCRINE GRAND ROUNDS: *Cardiovascular Complications of Thyroid Disease: Basic & Clinical Implications.* Joel S. Karliner, Med. M 1486. 8:30 a.m.

WOMEN & SPIRITUALITY MEETING: Landberg Center, 1290-5th Ave. Noon-1 p.m. Call 564-3515 for further info.*

BROWN BAG LECTURE SERIES: *New Approaches to Treatment of Chronic Pain.* Allen I. Basbaum, Anat. & Physio. HSW 300. Noon. Also telecast live to CED 3rd Flr. Commons Rm. Videotapes available for viewing in HSE 345, SIMA unit, UCSF Library. Call x64394.*

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon-1 p.m.*

THE IRS WANTS YOU!

A public information program with representatives of the Internal Revenue Service to help you cope with the 1986 Tax Act. Cole Hall. Noon-2 p.m.

HEAD & NECK TUMOR CONFERENCE. A 723. 1 p.m.

VASCULAR SURGERY GRAND ROUNDS. 7 Long Solarium. 4-5:30 p.m.

TRISERVICES CARDIOLOGY CONFERENCE. S 1364. 4:30-5:30 p.m.

OPERATIVE UROLOGY CONFERENCE: *Percutaneous Renal Surgery & Ureteroscopy.* Walter Stackl, Uro. M 460. 4:30-6 p.m.

CHILD NEUROLOGY CONFERENCE. M 666. 4:30 p.m.

SFGH GI-MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

PATHOLOGY GRAND ROUNDS: *Skeletal Muscle Pathology.* Michael Gonzales, Path. HSW 508. 5:15-6:15 p.m.

17 Thursday

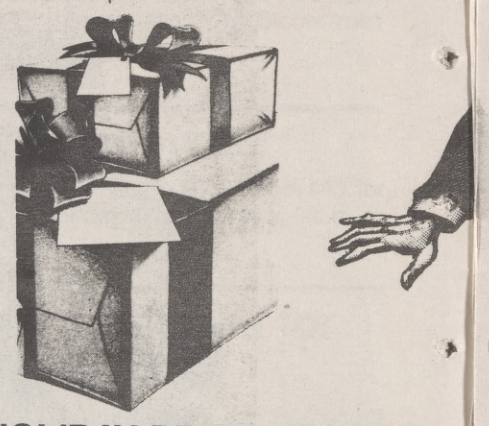
MEDICAL GRAND ROUNDS: *Clinical Assessment of Ischemia & Cancer Using Magnetic Resonance Spectroscopy.* Michael W. Weiner, Med. Toland Hall. 8-9 a.m.

CLINICAL PAIN CONFERENCE. S 758. 7:30-8:30 a.m.

SFGH NEUROLOGY-NEUROSURGERY CONFERENCE. Rm. 4H2, SFGH. 8-9 a.m.

PEDIATRIC GRAND ROUNDS: *Risk-Taking Behaviors During Adolescence: Opportunities for Prevention & Intervention.* Charles E. Irwin, Ped. S 664. 8:30-9:30 a.m.

PEDIATRIC TUMOR BOARD. L 34. 11 a.m.-12:15 p.m.



HOLIDAY PRIZE DRAWING

LPPI Patient Benefit Fund prize drawing & grab bag. Prizes include color TV, wines, fashions, art objects, lunches, dinners & gift certificates. LPPI lobby. 11 a.m.-2 p.m. $1 tickets (25 for $20) may be purchased from any LPPI employee. Call x67506 or x67000.* (See page 1 for all holiday activities.)

NEUROLOGY GRAND ROUNDS: *Neuronal Cross-talk: The Cause of Facial Spasm & Tic Douloureux?* John W. Day, Neuro. S 664. 11:10 a.m.-12:05 p.m.

MEDICAL ETHICS GRAND ROUNDS: *What is a 'Terminal' Patient? Anthropological & Ethical Perspectives.* Jessica Muller, Med. Anthro.; Barbara Koenig, Med. Eth. HSW 303. Noon-1 p.m.

NEURO-ONCOLOGY TUMOR BOARD. L 34. 12:30-1:30 p.m.

HEMATOLOGY/ONCOLOGY GRAND ROUNDS. M 1296. 1:30-2:30 p.m.

RADIOLOGY GRAND ROUNDS: *Advances in the Treatment of Rh Isoimmunization.* Roy A. Filly & Pete Callen, Rad. & Ob/Gyn. HSW 301. 4-5 p.m.

MEDICINE/SURGERY ADULT CARDIAC CATHETERIZATION CONFERENCE. L 1161. 4-6 p.m.

UROPHYSIOLOGY CONFERENCE: *Management of Voiding Dysfunction.* Richard Schmidt, Uro. M 460. 4:30-6 p.m.

NEUROSURGERY GRAND ROUNDS. HSW 302. 5-6:30 p.m.

RADIATION ONCOLOGY CHAIRMAN'S RESEARCH CONFERENCE: *Stereotactic Radiosurgery of AUM Using Heavy Charged Particles.* Mark Phillips, Radiol., LBL. L 34. 5 p.m.

ALCOHOLICS ANONYMOUS MEETING: All are invited. LPPI Aud. 6 p.m.*

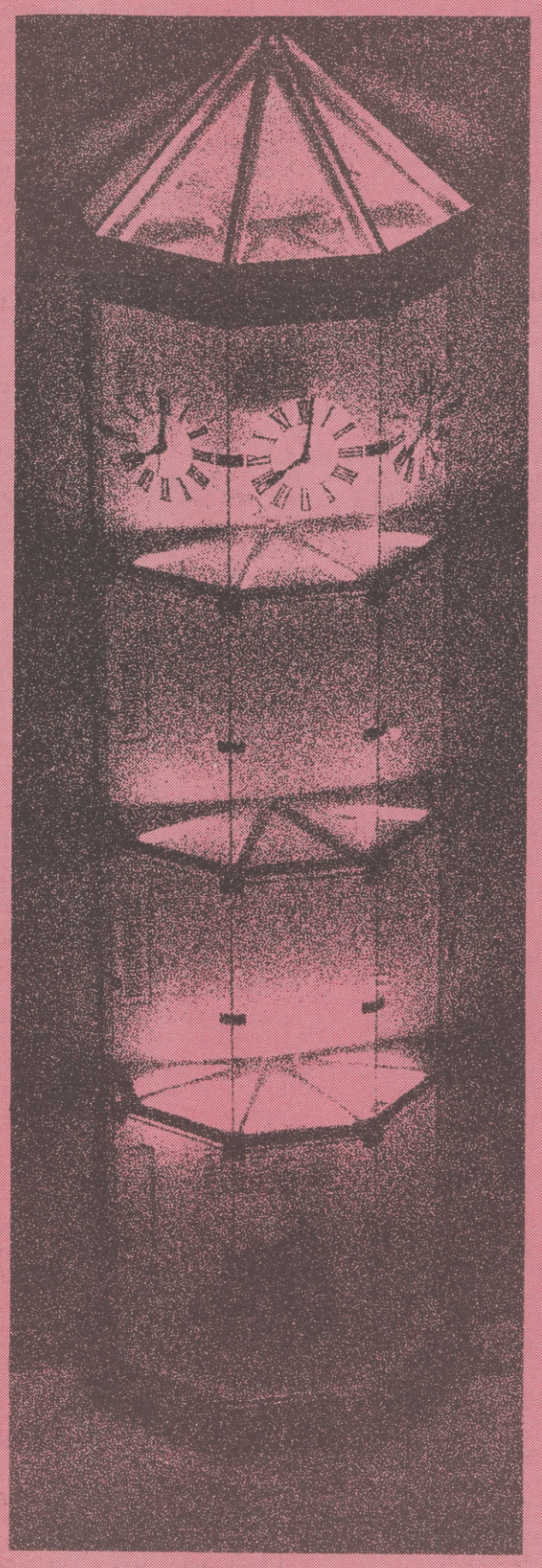
PLASTIC SURGERY LECTURE/DINNER MEETING: *Flaps in Plastic Surgery: Is There Need for a New Classification?* Avron Daniller, Plast. Surg. MU Faculty Club. Dinner 6 p.m. Lecture 7 p.m. $20. Call x63061.

Development & Training Courses for Staff Employees

This insert provides a schedule of the classes available to UCSF staff employees from January through March, 1988.

Course announcements will appear in *Newsbreak* three times a year.

We hope you find this format useful, and that you will remove this section to save as a reference for the next three months.



WHAT IS DEVELOPMENT AND TRAINING?

The Development and Training Division is a service division of the Personnel Department. Its aim is to provide high-quality, low-cost training programs which will increase the effectiveness of employees in their current jobs as well as contribute to their professional development. Since all training programs are designed and evaluated on whether they meet organizational and employee needs, please call us at X64032 with your comments, ideas, and suggestions for new courses.

WHO CAN ENROLL IN COURSES?

All UCSF staff employees are eligible to attend the courses described in this insert, no matter which personnel policies or labor contracts govern their conditions of employment. If an employee takes classes during work hours, the only approval required for enrollment is the supervisor's signature.

Course fees can be paid either by employees or by their departments. Decisions about on-the-job attendance and fee payment are negotiated between employees and their supervisors. Supervisors are responsible for final decisions.

WHO TEACHES COURSES?

Most instructors are drawn from the UCSF campus. However, because we are a health sciences campus, outside consultants often teach courses in disciplines not represented on this campus. For those courses, we seek experts from other educational institutions, business, and industry.

WHAT COURSES ARE OFFERED?

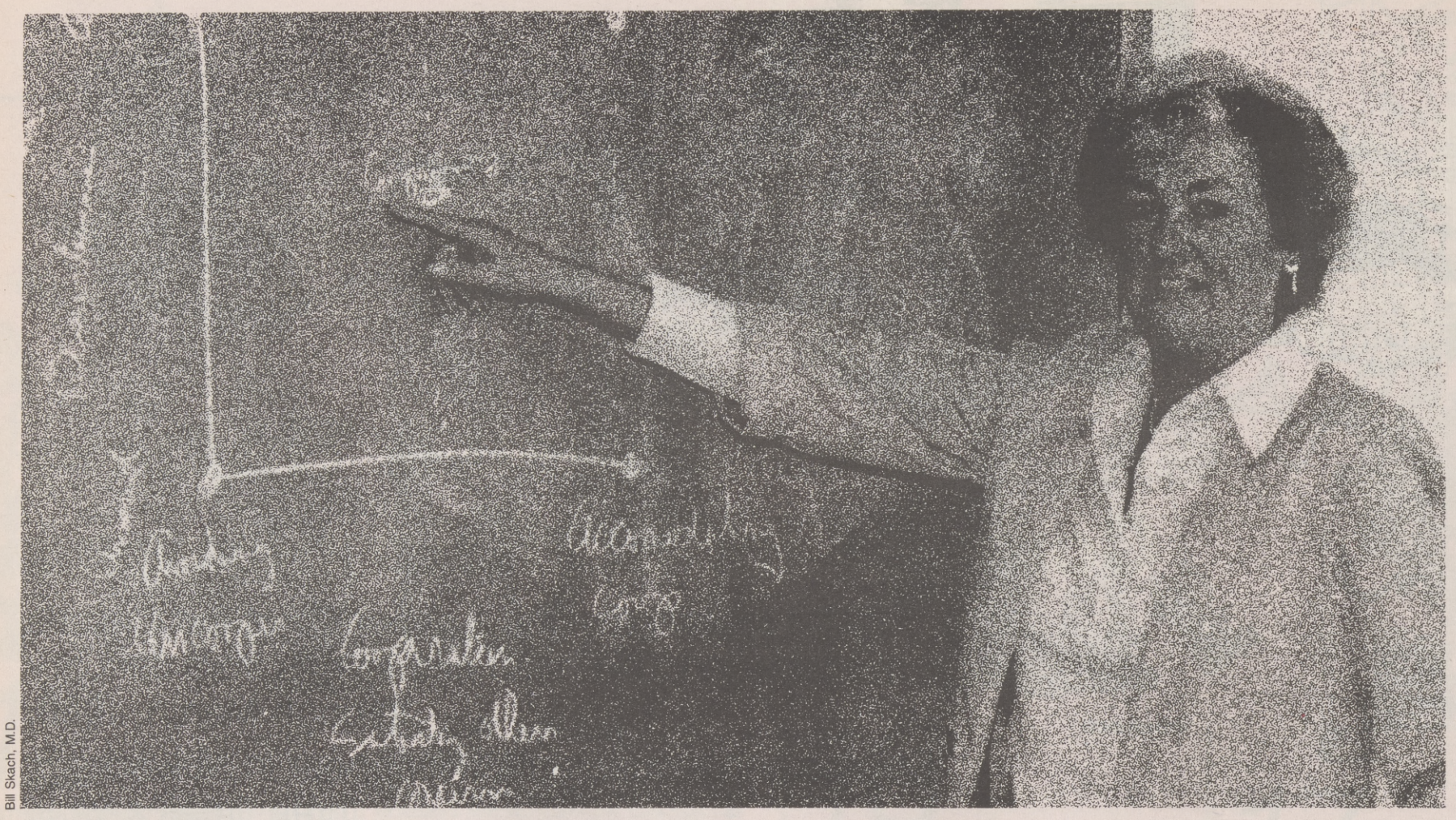
Courses cover a wide variety of employee needs and requirements. The basic curriculum includes supervisory and management skills development, organizational policies and procedures, computer, writing and clerical skills training, grants management and accounting processes, health and safety programs, and employee development. Courses are offered October through July of each year. This insert advertises upcoming classes from January through March.

WHO TAKES COURSES?

About 3,000 UCSF employees a year are seeking to improve their skills and abilities through Development and Training courses. These are individuals who want to perform their jobs in a more informed manner, and who want to get the latest in state-of-the-art approaches to doing their work better.

UCSF

University of California, San Francisco
. . . A Health Sciences Campus



Bill Skach, M.D.

SUPERVISORY SKILLS DEVELOPMENT

Supervisor's Training Program

Gayla Tyson
Manager, UCSF Development & Training Division
8001 Thursdays, February 4, 11, 18, 25, March 3, 10, 8:30 a.m. - 12 noon
Fee: $10 (includes manual)

The Supervisor's Training Program offers six sessions of skills building in the significant areas of supervisory responsibility. Supervisors who complete this course will be able to:
☐ Identify the essential laws, labor contracts, personnel policies, and University procedures governing their decisions as UCSF supervisors
☐ Practice state-of-the-art approaches to performance evaluations, classifying new positions, interviewing and selection, nondiscrimination issues, and rehabilitation
☐ Analyze the effectiveness of their leadership style
☐ Practice a step-by-step approach to problem solving
☐ Formulate specific unit goals and objectives

This course is designed for supervisors or work leaders who have direct responsibility for three or more subordinates. Staff members who are not yet full supervisors are encouraged to take "Pre-Supervisory Training," designed especially for aspiring supervisors.

Continuing education credit will be available for nurses who attend this workshop.

Labor Relations Supervisory Series

Labor Relations Department Staff
8002 Mondays, March 7, 14, 21
1 - 4:30 p.m.
No Fee

The Labor Relations Department offers, in a three-part course, the basics of collective bargaining and labor contract administration for the supervisor or manager in a unionized university teaching hospital. At the conclusion of this three-part series, the supervisor or manager should be able to:
☐ Understand the rights and responsibilities of management, unions, and employees, including the roles of the union representative and the supervisor
☐ Understand the essential elements for successful participation by the supervisor in the arbitration process, including testifying as a competent and credible witness
☐ Understand the major components necessary in the discipline and dismissal process
☐ Understand the major components necessary to develop an employee attendance control program

Continuing education credit will be available for nurses who attend this workshop.

MANAGEMENT DEVELOPMENT

Pre-Supervisory Training

Neuritsa Lancaster
Consultant
8003 Tuesdays & Thursdays, January 5, 7, 12, 14
9 a.m. - 12 noon
Fee: $20

This course is an introduction to supervision with emphasis on those skills applicable to non-supervisory positions as well. The importance of team effort aimed toward common goals and maintenance of a positive work climate will be stressed. Participants will be able to:
☐ List supervisory job duties
☐ Identify necessary skills and abilities
☐ Describe roadblocks which supervisors often encounter
☐ Distinguish between forces working for, versus against, the resolution of problems
☐ Recognize common time wasters
☐ Demonstrate a model of delegation that maintains accountability

Continuing education credit will be available for nurses who attend this workshop.

Peformance Evaluation Workshop

Noël Christian
Consultant in Human Resources/ Management Development
8004 Friday, February 5
8:30 a.m. - 4:30 p.m.
Fee: $5

If you dread doing performance evaluations, you are not alone. Nearly every manager has mixed feelings about evaluations. Employees share similar concerns. Performance evaluations do not have to be difficult or unproductive. They can be mutually satisfying, increase productivity, and improve the performance of the department. As a result of participating in this workshop, you will be able to:
☐ Plan, prepare for, and conduct a performance evaluation
☐ Review the causes for unsuccessful performance evaluations and consider suggested approaches for successful performance evaluations
☐ Communicate the acceptable as well as the unacceptable performance of an individual in a positive, developmental manner

Continuing education credit will be available for nurses who attend this workshop.

The Management of Organizational Politics

Jeffry Voorhees, Ph.D.
Organizational Development Consultant
8005 Friday, March 18, 9 a.m. - 4:30 p.m.
Fee: $20

In a democratic society, politics is the responsibility of every individual. In organizations, the distribution of resources and power involves the processes of influence and negotiation. This workshop is designed to increase awareness of, acceptance of, and capability on the part of managers to understand the politics of organizational life.

Intra-Team Communications

Marilyn Cohen, L.C.S.W.
Consultant
8006 Monday & Tuesday, February 1, 2
8:30 a.m. - 4:30 p.m.
Fee: $35

This course offers a structured, skills-oriented training program which focuses on opening communication, clarifying roles and expectations, and exploring specific team problems. Emphasis is placed on providing feedback to others in a non-threatening manner, and on receiving feedback non-defensively.
The program includes lecture, reading materials, discussion, and structured skills practice. If an entire team would like to arrange for this training departmentally, it can be arranged.

Continuing education credit will be available for nurses who attend this workshop.

Leadership Effectiveness

Linda Rose
Communications & Management Training Consultant
8007 Wednesday, March 2
8:30 a.m. - 4:30 p.m.
Fee: $35 (includes workbook/survey)

Leadership involves two major elements: task (getting the job done) and relationship (working with and through others). When you supervise and have a project or task to accomplish, you will find yourself in the leadership role. This workshop will help you work and communicate with others. You will be able to:
☐ Identify your leadership style preferences
☐ Capitalize on the strengths of your preferred styles
☐ Augment your styles by utilizing the strengths of others with different styles
☐ Extend your options by practicing new approaches with different styles
☐ Moderate your strengths so that they do not become excessive

Continuing education credit will be available for nurses who attend this workshop.

ORGANIZATIONAL PROCEDURES

New Employee Orientation Program

Susan Eveleth
UCSF Career Development Specialist, and
UCSF Personnel Department Staff
8008 Tuesdays, Ongoing program throughout the year

This program serves to welcome new employees and to provide information vital to their first weeks of employment. It is designed as an overview of the campus community and to enhance the orientation new employees are given within their individual departments. This four-hour program is presented twice a month. Supervisors should call X61645 to schedule new employees who have not received an orientation notice within three weeks of their starting date. Employees will be introduced to:
☐ Historical origins and current structure of UCSF
☐ UCSF's role as a major health sciences center
☐ Policies and procedures of interest to new employees
☐ Explanation of financial benefits
☐ Special resources for UCSF employees

Benefit Training Workshop

Judy Kell
UCSF Benefits Representative
Register by calling instructor at X61843

This program is designed for employees who are assigned the responsibilities of providing new employees in their department with information about insurance and retirement benefits. Workshops will be held for as few as three people and will provide an overview of benefits relating to insurance and retirement. Also, participants will learn about the resources available to them for reference.

Contracts and Grants Workshop

Contracts and Grants Staff
8009 Thursday, January 21
10 - 11:30 a.m.
8010 Wednesday, February 10
10 - 11:30 a.m.
8011 Tuesday, March 22
10 - 11:30 a.m.
No Fee

The Contracts and Grants Workshop is offered to instruct employees in the development of a proposal budget and in the procedures for getting the proposal through the system. The workshop is intended to help employees avoid the errors most commonly made and, thereby, to facilitate proposal submission. The workshop will focus on:
☐ The elements of a budget
☐ The Contracts and Grants Approval Form
☐ The NIH application forms

Materiel Management Workshop

Dave Kolsom
UCSF Principal Buyer
8012 Monday & Wednesday, January 25 & 27
8:30 a.m. - 12:30 p.m.
Fee: $10 (includes manual)

This workshop discusses various buying practices, procedures, and policies that affect department purchases.

First Day
☐ Materiel Management organization
☐ What to expect from purchasing
☐ How to use various purchase orders
☐ Employee vendors/Conflict of interest
☐ Source selection
☐ Transportation of goods
☐ Small Business Program

Second Day
☐ Planned purchasing
☐ Campus agreements
☐ Commodity discussions (Relocation/household moves, furniture, radioactive materials)
☐ Equipment management
☐ How to use Reprographics and Quick Copy
☐ Stores Operation (Warehousing, Stores, Surplus and Storage, Chemical Stores, etc.)

Financial Planning and Your UC Benefits

John Beeson, C.F.P.
UCSF Director of Financial Planning and Benefits
8016 Wednesday, February 24
10 a.m. - 12 noon
Fee: $5

This workshop will address the complexities and opportunities of personal financial planning. Discussed will be:
☐ What is financial planning? Why is it important and how do you get started?
☐ Personal cash flow and balance sheet analysis
☐ How to integrate your UC benefits into your financial planning
☐ How to prepare for retirement. How much money is enough?
☐ Insurance - too much or too little?
☐ Tax planning
☐ Estate needs
☐ How to select the best investment plan for your unique needs
☐ Applying the above concepts to your personal situation

The University of California's Budget Process

Lindsay Desrochers, Ph.D.
Assistant Director of The Budget
University of California, Systemwide
8017 Friday, January 22
9 a.m. - 12 noon
Fee: $5

In this workshop, the systemwide budget process of the University of California will be discussed and explained. Participants will learn:
☐ How budget decisions are made
☐ How long the process takes
☐ Who makes systemwide budget decisions
☐ When budget decisions or requests are made
☐ How the Governor and the Legislature treat the University's budget request
☐ Who the state government participants are
☐ How the state decides its priorities
☐ Who decides on the allocation of state funds to the campuses

All the Ins and Outs of Travel at UCSF

Mary Burns
Assistant Manager of the Disbursement Division
8018 Tuesday, January 19
9 a.m. - 12 noon
8019 Friday, February 19
9 a.m. - 12 noon
8020 Tuesday, March 29
9 a.m. - 12 noon
Fee: $5

This workshop is for faculty and staff employees who process travel expenses. Participants will learn:
☐ What types of travel expenses will be reimbursed
☐ How to fill out UCSF travel forms
☐ How to obtain discount information on hotels and car rentals

Grants Training Program: Cost Transfers

Teresa Chen & Marguerite Fowler
UCSF Accounting Office
8014 Wednesday, March 9
9 a.m. - 12 noon
No Fee

All University financial transactions are subject to audit. One area in which the University is particularly vulnerable is cost transfers. Accordingly, this course is designed to:
☐ Insure compliance with all federal, state, and local regulations
☐ Put in place clear, concise procedures to be used, thereby reducing the time it takes to prepare cost transfers in the departments and to review them in the Accounting Office
☐ Focus on procedures which will minimize disallowances due to incomplete documentation, poor explanation or improper (not allowable or applicable) cost transfers
☐ Reduce or avoid cost transfers

This course is mandatory for departmental reviewers of cost transfers. Other interested users of UCSF cost transfer systems are also welcome.

Vendor Payments

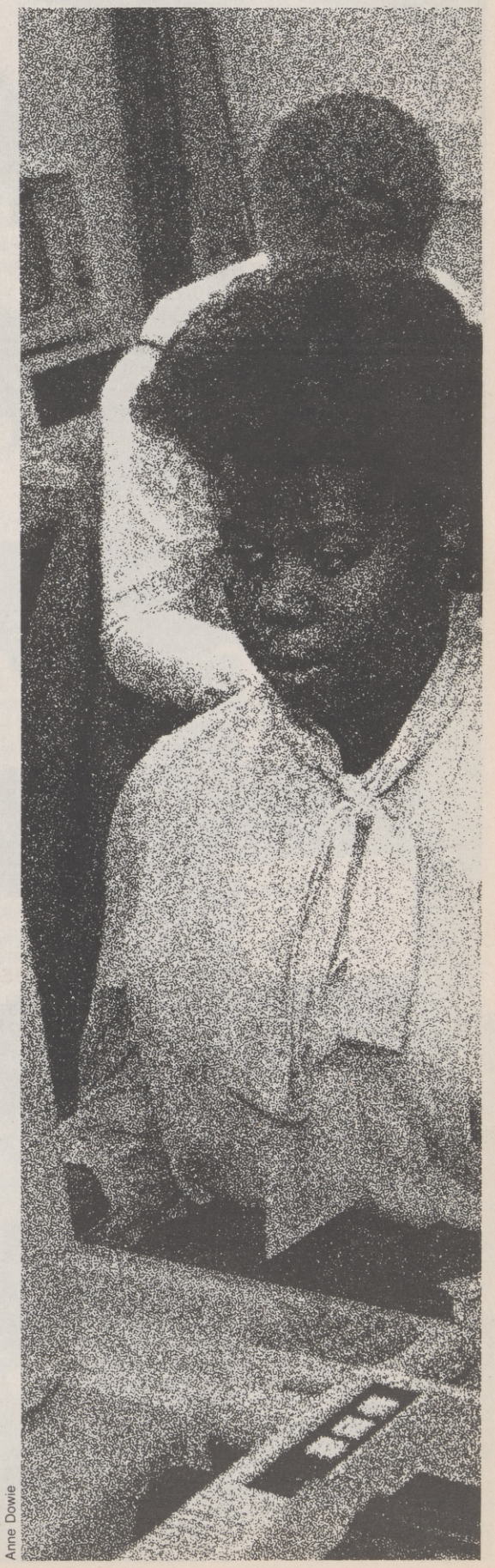
Gene Brekhus
UCSF Accounts Payable Division
8015 Wednesday, January 20
8:30 a.m. - 12 noon
No Fee

Each department in the University is responsible for approving invoices for payment after goods and services have been received, and for advising the Accounting Office if payment is not in order. This course will give you the information you need in order to use effectively the accounts payable vendor payment system. You will learn:
☐ How to pay your bills
☐ What approvals are necessary
☐ When a purchase order is required
☐ How to fill out a check request form
☐ How to determine if a bill has been paid
☐ How to deal with exceptions to normal processing

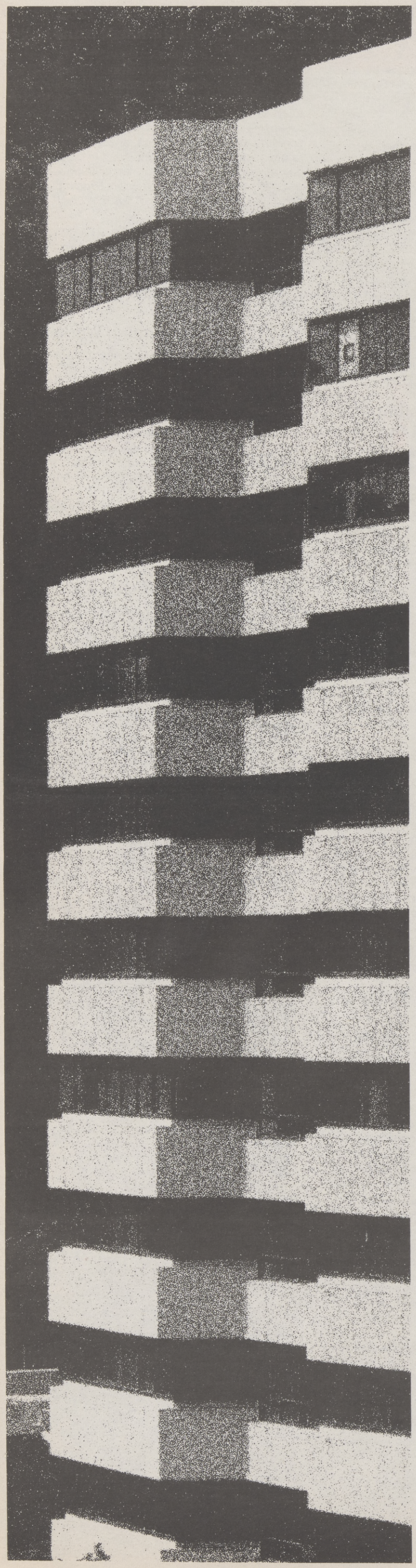
Accounting Workshops

8013 To register, please call appropriate instructor directly

Accounting workshops are offered periodically to acquaint staff with specific UCSF accounting procedures, functions, and services. They are especially designed for those people who are new to that particular function. The workshops may be taken individually or in any order that suits the user's needs. The Accounting Office maintains all workshop signups.
☐ Reading the General Ledger-**Jane Powers** X61648
☐ Payroll-**John Bouchard** X68421



Anne Dowie



COMPUTER SKILLS

Demystifying Computers and Introduction to Operating Systems

Deborah Brecher
Educational Director
Women's Computer Literacy Project
8021 Thursday, January 7
8:30 a.m. - 4:30 p.m.
Fee: $30

This is an introductory course for those who know nothing about computers or those who have been using a computer for a specific task but wish to become more self-sufficient.

The course material is especially suited to those students wishing to use or purchase either hardware or software. You will learn:

☐ The basic vocabulary of computers so you will understand all the computer buzzwords and jargon
☐ An overview of the "big three": word processing, spreadsheets, and database management
☐ How to use the operating system (DOS) to keep your information in a tidy and useable fashion

If you have no typing skills, it is recommended that you complete "Typing Instruction Via Computer" before attending this class. It is also suggested that you enroll in one of the other computer classes at the same time to apply what you learn in this class.

Introduction to Database Management

Deborah Brecher
Educational Director
Women's Computer Literacy Project
8023 Wednesday, January 27
8:30 a.m. - 4:30 p.m.
Fee: $30

This class is designed for students who have never used database management software before. The class is generic, so students will be able to work with any brand of software or hardware (including Macintosh).

Database management is a "fancy" word for electronic filing. If you maintain manual files and are constantly updating, sorting, or looking up information in these manual files, you may want to install automated, electronic filing instead. In this class you will learn:

☐ How to design the computer-based filing system you need, both now and in the future
☐ How to do indexing and searching to optimize the performance of your system
☐ How to design your system to avoid having to enter the same pieces of information in many separate files

If you have never used a computer, it is recommended that you complete "Demystifying Computers" before attending this class.

Introduction to Spreadsheets

Deborah Brecher
Educational Director
Women's Computer Literacy Project
8024 Wednesday & Thursday
January 13 & 14
9 a.m. - 4:30 p.m. &
9 a.m. - 1 p.m.
Fee: $40

This class is designed for students who have never used a computer-based spreadsheet, or who have been using a spreadsheet that someone else has designed, and want to know more.

The class is generic, so students will be able to do their work using any brand of software and hardware (including Macintosh) computers. However, this class will use Lotus 1-2-3 to do all hands-on training. After attending this class you will be able to:

☐ Recognize which paper-and-pencil tasks make sense to computerize using spreadsheet software
☐ Understand how to use the basic functions of any spreadsheet program
☐ Learn more advanced applications on your own by using the tutorial programs that are included with your program

Students are encouraged to bring a spreadsheet problem to the first day of class.

If you have never used a computer before, it is recommended that you complete "Demystifying Computers" before attending this class.

Introduction to Word Processing

Deborah Brecher
Educational Director
Women's Computer Literacy Project
8022 Thursday, January 28
9 a.m. - 4:30 p.m.
Fee: $30

This workshop is designed for employees who have no experience with a word processing software package. The word processing application introduced in this workshop is WordPerfect using an IBM XT computer. You will find WordPerfect is simple to learn, easy to understand, and fun to operate. The class is generic, so students will be able to work with other brands of software or hardware. The topics and functions covered will be:

☐ The components of a work station
☐ Keyboard functions for word processing systems
☐ Care of diskettes
☐ Start-up procedures
☐ Creating a file
☐ Formatting a letter
☐ Editing
☐ Storing
☐ Printing

If you have no typing skills, it is recommended that you complete "Typing Instruction Via Computer" before attending this class.

COMPUTER CENTER CLASSES FOR IBM AND UNIX SYSTEMS USERS

Introduction to UNIX and vi

This class covers introductory UNIX information, logging in and logging out, a brief discussion on the hierarchical file system, and an Introduction to vi, the display-oriented interactive text editor. Five two-hour sessions. Fee: $100.

General Orientation Clinic

This clinic lasts approximately one-half hour and includes an optional 15- to 20-minute demonstration of CMS or UNIX. No Fee.

Document Preparation on UNIX using Nroff

This class covers some of the simplest and most common commands used by Nroff for formatting letters, manuscripts, and papers on the UNIX system. Fee: $60.

Introduction to CMS, Part I

This is an introduction to CMS (Conversational Monitor System), an interactive system available on the IBM computer. Fee: $30.

Introduction to CMS, Part II

This class is aimed at users who have completed the introductory class, or who have some familiarity with a CMS editor. Fee: $30.

Advanced CMS

This class is aimed at users who have either completed the first two classes or are very familiar with CMS and wish to further develop their skills and learn more advanced techniques. Fee: $30.

Introduction to Writing CMS EXECs Using REXX

This class includes the basic REXX syntax and logic needed to combine CMS and CP commands in files that are automatically "called and executed," perform comparisons, read lines from the console (either entered at execution time or previously stacked), perform arithmetic functions, and assign variables. Fee: $20.

Introduction to SCRIPT

This class covers simple SCRIPT control words used to achieve formatted correspondence and manuscripts. Fee: $60.

Introduction to GML

GML (General Markup Language), a component of Waterloo SCRIPT, provides an easy and consistent way to produce formatted documents without requiring extensive knowledge of Waterloo SCRIPT. Fee: $60.

SAS: Introduction

Topics covered in this class include: The DATA and PROC statements, data input and output, getting your data into shape, sorting and merging data, creating, documenting, and storing SAS system files, DO loops, IF THEN ELSE statements, SAS formats, and error diagnosis. Fee: $80.

SAS: Data Step Applications

This course covers techniques for recoding and creating variables, the use of arrays, DO loops, conditional input and output, merging and splitting files. Fee: $60.

SAS: Report Writing

This course focuses on presentation report techniques available using the 3800 and the 2700 printers for SAS data sets. Fee: $60.

SAS/GRAPH

This course focuses entirely upon the creation and manipulation of graphs using SAS/GRAPH. Fee: $40.

SPSSX: Introduction

This class covers an introduction to the workings of SPSSX, how to get your data into SPSSX, cleaning and documenting your SPSSX system files, sorting your cases, using procedures for simple descriptive statistics. Fee: $60.

SPSSX: Advanced Data and File Management

Topics covered in this section include: VECTOR processing, DO IF—END IF structures, reading data with the FILE TYPE GROUPED, FILE TYPE MIXED, and RECORD TYPE commands, the DO REPEAT command, and the splitting and merging of files. Fee: $30.

COMPUTER CENTER CLASSES FOR IBM-PC USERS

For additional information, or to register for PC classes only, call X65061. Please call X64408 to request a registration form for any of the mainframe classes scheduled.

Microcomputer Orientation Clinic

This clinic is for new microcomputer users who plan to use the Computer Center's public-use IBM-PC's and/or Apple Macintoshes. No Fee.

Introduction to Microcomputers

An overview of microcomputer concepts, hardware, and software. Fee: $30.

PC Systems - 1

An introduction to the Disk Operating System (PC-DOS) for the IBM and compatibles. Fee: $50.

PC Systems - 2

This class is an introduction to microcomputer systems organization using the PC-DOS operating system. Fee: $50.

PC Systems - 3

This class extends the concepts and skills introduced in PC Systems - 2. Fee: $50.

PC Systems - 4

Advanced DOS commands and special topics are covered in this class. Fee: $50.

Introductory Lotus 1-2-3

This class provides an overview and introduction to the Lotus system. The lecture introduces the spreadsheet's structure, data entry procedures, and essential commands. Fee: $50.

Intermediate Lotus 1-2-3

In this class, Lotus 1-2-3 commands are explained in greater detail, and more advanced features (macros, graphics, and database management) are introduced. Fee: $50.

Advanced Lotus 1-2-3

Advanced functions of 1-2-3 are explained in greater detail. Formulas, functions, worksheet organization and problems from students are discussed. Fee: $50.

Introductory SuperCalc4

This class introduces the SuperCalc4 worksheet, data entry, and commands. Fee: $50.

Intermediate SuperCalc4

This class explains SuperCalc4 commands in greater detail and introduces graphics, macros, and additional functions. Fee: $50.

CLERICAL SKILLS

The Clerical Staff's Guide to Business English

Ronda Goldstein
Consultant
8029 Wednesdays and Fridays
March 30, April 1, 6, 8
10 a.m. - 12 noon
Fee: $20

Writing, transcribing, and typing professional letters will be easy once you understand the basic rules of business English. In this course you will learn the principles of grammar, punctuation, capitalization, spelling, and word usage which apply to every piece of business communication. By revising practice sentences and business letters, you will become adept at proofreading and editing your own written communication. You will also learn to use a variety of letter formats and layouts. As a result of this course, you will be able to produce written communication which is effective, attractive, and correct.

Typing Instruction Via Computer

Ronda Goldstein
Consultant
8030 Wednesday, Thursday, Friday
February 24, 25, 26, 10 a.m. - 12 noon
8031 Wednesdays & Friday, March 30, April 1 & 6
12:30 - 2:30 p.m.
Fee: $20

This is a typing course designed for students of all levels. Using an IBM-PC and an easy-to-use typing tutorial program, you can learn the keyboard without peeking at the keys, and improve your speed and accuracy. For additional practice, an excellent and inexpensive typing exercise book will be available. Enrollment in this class will be limited to 12, so be sure to register early.

Basic Medical Terminology I

Sally Stewart
Quality Control/Systems Coordinator
UCSF Medical Records Department
8028 Tuesdays, February 9, 16, 23,
March 1, 8, 15, 22, 29, April 12, 19
1:30 - 2:30 p.m.
Fee: $20

Have you ever spotted an interesting job opening which requires all your current skills except one—knowledge of medical terminology? Do you already have a job in which you type medical words but do not know their meaning? Have you ever wondered how many errors you make in medical transcription because you could not read someone's writing? If you answered "yes" to any of these questions, this course will help you build a foundation for learning very basic medical terminology. These sessions will provide a structure for you to:

☐ Memorize 50 word roots related to the human body
☐ Memorize 15-20 suffixes for diseases and symptoms
☐ Memorize 15-20 suffixes for surgical procedures and medical tests
☐ Understand approximately 120 medical terms

Weekly quizzes are used to assist you in learning and identifying your strengths and weaknesses.

Survival Skills for the Administrative Assistant

Gail Banish
UCSF Development and Training Division
8027 Wednesdays, March 16 & 23
8:30 a.m. - 12 noon
Fee: $10 (includes manual)

This workshop will include a number of guest speakers from Accounting, Materiel Management, and the Personnel Department. An overview of procedures and forms will be presented. A comprehensive manual of the most commonly used forms at UCSF and a list of services and resources will be distributed. Topics covered:

☐ Payroll
☐ General Ledger
☐ Travel
☐ Vendor Payments
☐ Materiel Management (Purchasing)
☐ Personnel Divisions
☐ Employment (Recruiting Process)
☐ Networking
☐ Campus Services

WRITING SKILLS

Writing and Editing Professional Journal Articles

Barbara Nelson
Writing Consultant
8025 Monday, Wednesdays & Fridays
January 6, 8, 11, 13, 15
10 a.m. - 12 noon
Fee: $20

This workshop focuses on the specific writing skills and techniques relevant to professional journal writing in all sciences. The entire writing process from generating the ideas to producing the polished final product will be examined. Professional articles will be critiqued to determine the components of ones which are well-written. That knowledge will then be applied to your own writing. As a result of attending this workshop, you will be able to:

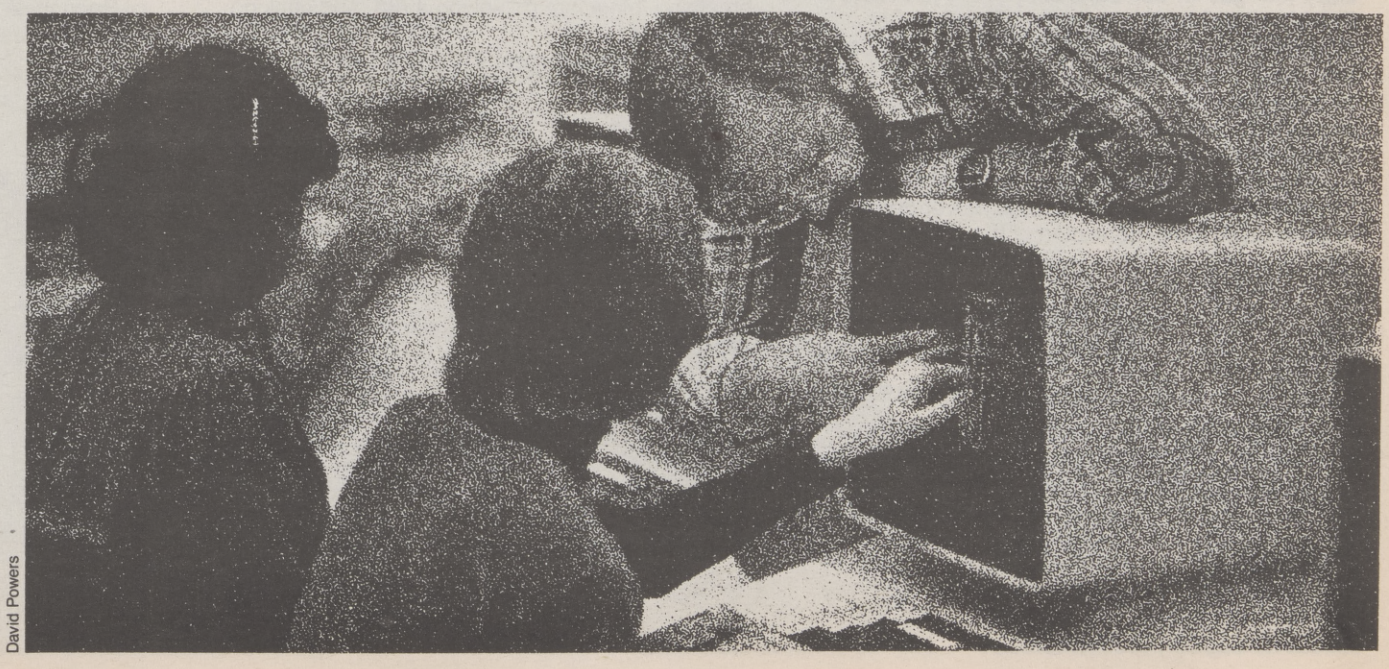
☐ Understand the writing process
☐ Avoid writer's block
☐ Organize complex materials effectively
☐ Write articles with a clear focus and logical development
☐ Know when to use professional jargon
☐ Choose the right verb tense for reporting and analyzing data

Writing and Editing Skills

Barbara Nelson
Writing Consultant
8026 Tuesdays, March 1, 8, 15
9 a.m. - 12 noon
Fee: $20

Like it or not, you are judged by your writing. Whenever you put words on paper, your image and the image of your employer is on the line. This workshop will teach you to write and edit communications that are professional, correct, and effective. You will learn how to:

☐ Get directly to the point
☐ Organize material
☐ Construct clear sentences
☐ Recognize and correct common errors in grammar and punctuation
☐ Omit unnecessary words and jargon
☐ Create an appropriate tone



David Powers

Wesley Wong

HEALTH AND SAFETY PROGRAMS

Unit Stress Assessment/ Education Services

Bruce Flynn
Certified Rehabilitation Counselor
UCSF Employee Rehabilitation Services
To arrange, contact instructor at X62621

How aware are you and your employees of the origin and nature of stress; its effects on health, productivity, and job satisfaction; its relationship to burnout? Specialized services are available to departments or units which can help employees identify the stresses in their work lives, assess stressor patterns within the unit, and offer suggestions as to how the effects of these stresses may be ameliorated. Through this process, the unit creates a more cohesive, and less stressful, work environment.

Save-A-Heart CPR Course

Gary Barton
UCSF CPR Coordinator
Sign up for courses by calling X61817
Fee: $15

Cardiopulmonary resuscitation (CPR) is a life-saving technique which allows you, the rescuer, to keep someone alive whose lungs and/or heart have stopped working due to accident or illness. Those attending the save-a-heart course will learn through a combination of self-paced individual study and hands-on practice. At the completion of the course, participants will be able to:
☐ Employ assessment skills and verbalize the victim's condition
☐ Demonstrate mouth-to-mouth breathing, chest compressions, and choke-saving skills on a training mannequin
☐ Activate the emergency medical services system

Personal Safety Self-Defense

Judith Fein, Ph.D.
Nancy Worthington
For dates and registration, call X65683

Tear Gas Certification (Coed Classes)

Tear gas is a non-lethal weapon which immediately incapacitates an assailant, giving you a chance to escape, yet causing no permanent damage. California law requires you to be certified to own and carry tear gas for self-defense. CLASS INCLUDES: Department of Justice-approved Tear Gas Certification training; lifetime license to carry and use tear gas for self-defense; psychological techniques for personal protection and assault prevention; practical back-up physical defense techniques. Eligibility: 16-17 year olds (parent must sign approval —call office for official form) or over 18, not a convicted felon, not addicted to drugs, never convicted of an assault, never convicted of the misuse of tear gas.

Self-Defense Workshop (Women-only classes and Coed classes)

This full-day program includes practical information and learning skills on psychological techniques for personal protection and assault prevention, personal power through resister behavior patterns, streetwise safety strategies, the law of self-defense, practical physical defense techniques, and the Department of Justice-approved Tear Gas Certification training. (See Tear Gas Certification above for eligibility requirements.)

Seven Week Self-Defense Class (Women-only classes and Coed classes)

The goal of this class is assault prevention. You will learn how to prevent and counter assaults through a three-part approach: prevention, psychological and physical defense. Prevention and psychological topics deal with overcoming the fear of fighting, the psychology of self-protection, demystifying and preventing rape, and body language. Physical skills include basic karate and street-fighting techniques. The physical defense skills are practical, simple and effective and can be mastered in a relatively brief period of time.

Rape Prevention Education

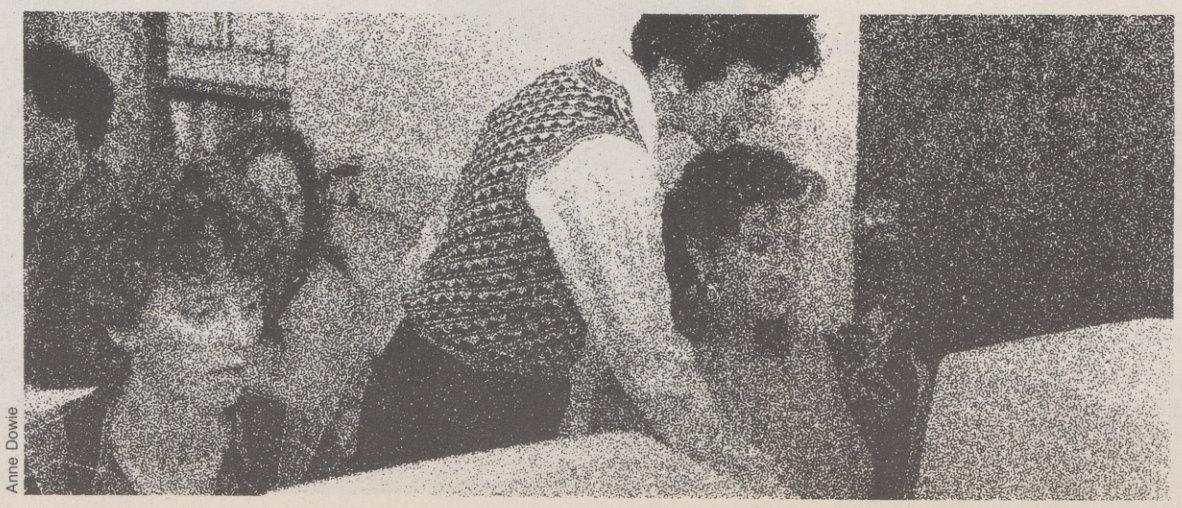
Leslie Simon
UCSF Coordinator
Rape Prevention Education Program
Dates and times given upon request

Our Rape Prevention Education Program serves the UCSF community, students, staff, faculty, and neighbors, including those at off-campus facilities, by providing education and information on topics related to sexual assault. The coordinator offers a free 90-minute personal safety discussion group on safety awareness, myths and realities about sexual assault-related resources, and self-defense options. Training workshops and special information workshops provide inservice training for police, medical workers, emergency room staff, and all professionals and paraprofessionals on campus who might work with people who have been sexually assaulted. A small collection of books and articles on sexual assault is available for reference. For information, contact the Rape Prevention Education Program, Women's Resource Center, X65222.

First Responder Program in Emergency Aid

Gary Barton
UCSF CPR Coordinator
Sign up for courses by calling X61817
9 a.m. - 1 p.m., Monday through Friday

As a first responder, you will become familiar with basic emergency aid skills, or what to do until the ambulance arrives when someone close to you is injured in an accident or stricken with a sudden illness. Those attending a first responder course will learn through audio-visual displays, question and answer, and hands-on practice. Participants in this course will be able to:
☐ Employ assessment skills and verbalize the victim's condition
☐ Use triage techniques when multiple victims are present
☐ Demonstrate emergency aid techniques to treat: breathing, bleeding, poisoning, burn, and choking emergencies
☐ Activate the emergency medical services system



Anne Dowie

EMPLOYEE DEVELOPMENT

Self-Assessment for Career Planning

Susan Eveleth
Career Development Specialist
UCSF Personnel Department
8035 Thursdays, March 17, 24, 31
April 7, 8:30 a.m. - 12 noon
Fee: $5

In this workshop you will have the chance to define and examine your work-related values, skills, and interests, to explore alternative career options, and to determine realistic career goals. The Strong-Campbell Interest Inventory is used to show you which of your interests match with members of various occupational groups. Individual counseling sessions conclude the series. The four session are sequential and participants who cannot attend all four sessions will be asked to register for a later series. As a result of this workshop, you will be able to:
☐ Identify your own career values
☐ Assess your interests using the Strong-Campbell Interest Inventory
☐ Identify the functional skills you currently use in your job
☐ Analyze your present job for future career development
☐ Prepare a realistic action plan

Career Directions at UCSF

Susan Eveleth
Career Development Specialist
UCSF Personnel Department &
UCSF Personnel Department Staff
8033 Tuesdays, February 9, 16, 23
8:30 a.m. - 12 noon
Fee: $5

Setting realistic career goals, assessing work options within your organization, and taking positive action in your own behalf are difficult steps in the career development process. This three-part course encourages participants to create appropriate career development strategies for themselves at UCSF. You will be able to:
☐ Identify essential elements for individual career assessment
☐ Conduct an analysis of the UCSF organization
☐ Learn about the hiring process and the role of the Personnel Department
☐ Review the transfer and promotion procedures

Communicating with Confidence: A Workshop for Non-Managers

Neuritsa Lancaster
Consultant
8034 Wednesday, February 17
9 a.m. - 4:30 p.m.
Fee: $20

Communicating positively with confidence is one of the most important qualities in successful performance on the job. This course will offer employees an opportunity to learn about the components of successful, positive communication and to practice communication skills. As a result of attending this class, you will be able to:
☐ Request information regarding your work performance
☐ Give effective instructions to others
☐ Ask for help in a way that makes it easier for others to lend assistance
☐ Clearly and directly express your concerns
☐ Recognize and make use of both verbal and non-verbal aspects of communication

Continuing education credit will be available for nurses who attend this workshop.

Coping with Difficult People

Linda Brubaker
Organizational Communications Consultant
8032 Thursday, January 28
9 a.m. - 4:30 p.m.
Fee: $20

One of the people you have to interact with has become a thorn in your side. You want to know if there is anything you can do to improve the situation: to turn it around if possible; but if not, to mitigate its effects on you. In this one-day, problem-solving workshop, you will develop a strategy for handling a specific problem situation that you are facing, using the principles of assertive communication. You will be able to:

☐ Describe the problem behavior
☐ Review common patterns of difficult behavior
☐ Practice key communication skills for coping with patterns of difficult behavior
☐ Outline an action plan for handling your specific situation

Continuing education credit will be available for nurses who attend this workshop.

Telephone Etiquette Training

Cindy Sonnenberg
Communication Consultant
8036 Wednesday, February 3
9 - 11 a.m.
Fee: $5

Often, the first time you meet a person in business is over the telephone. The image you project over the telephone is the image that callers have of you and your department. Knowing how to use your telephone system to make a good impression can improve your job performance. The class is designed to teach you proper etiquette techniques to improve your telephone image. The training also provides useful information on how to correctly use your telephone system.

English as a Second Language

Anja Miller, M.A.
Administrative Analyst
UCSF School of Nursing
8037 Mondays & Wednesdays
January 4 through March 23
12 noon - 1 p.m.
Fee: $40

A valued employee in your department or unit is ready for a more demanding assignment. The only obstacle is his/her need for improvement in English language skills. This class focuses on each participant's language problem area, and enables him/her to continue self-improvement on and off the job. Students will learn to:

☐ Pronounce English sounds, words, and phrases more clearly using standard intonation
☐ Carry out simple interactions using campus language on the telephone and in person
☐ Increase vocabulary by focused use of the media
☐ Recognize and use campus terminology

SPECIAL PROGRAMS AND SERVICES

Retirement Planning Program

Susan Eveleth
Career Development Specialist
UCSF Personnel Department &

Faricita Wyatt
Retirees' Program Coordinator
UCSF Personnel Department
8041 Mondays, March 21, 28,
April 4, 11, 18, 25, 10 a.m. - 12 noon
Fee: $5

This workshop is intended for UCSF employees who want to begin planning their retirement. Six 2-hour sessions focus on topics of interest in the retirement process and provide information and resources to support personal goals for the retirement years.

In this program you will be given information about:

☐ Estate planning
☐ Financial and tax planning
☐ Basic and additional University retirement systems
☐ The retirement process and continuing UC benefits
☐ Social Security eligibility and benefits
☐ UCSF Retirees' Association

Career Development Services

Career Development Services provide a variety of ways in which employees can assess their values, skills and interests, and develop strategies for realistically coping with their work environments. Workshops are available to help participants examine career directions and explore career options. In addition, employees can schedule individual counseling sessions with a Career Development Specialist to discuss career decisions. Supervisors who want to help employees plan and develop their job potential can also meet with the Career Development Specialist. The focus of these services is on the needs of UCSF working adults to clarify their own information, to promote self-advocacy, and to encourage productivity in their work life. Contact Susan Eveleth, X64032.

Literacy Training

If literacy skills are a need for some employees (i.e. basic reading and writing), a number of agencies in the San Francisco Bay Area provide literacy training services. Project Read at the San Francisco Public Library provides a free city-wide service in which trained volunteers tutor English-speaking adults who wish to learn basic reading skills. Contact Coordinator Olive Gamble at 621-7323 for further information. She can also send you a Literacy Services Directory listing all San Francisco-based agencies, including their fee structures and locations.

AIDS: Fact versus Fiction

SF AIDS Foundation Consultant
8038 Wednesday, January 20, 1:30 - 3 p.m.
8039 Wednesday, February 24, 1:30 - 3 p.m.
8040 Wednesday, March 23, 1:30 - 3 p.m.
No Fee

Everyone is talking about AIDS — but not everyone can separate fact from fiction. This workshop will provide you with the most current information available about AIDS, along with ample opportunity for questions. In this workshop, you will learn to:

☐ Define AIDS: understand what causes it, how it's transmitted, and how to protect yourself and others
☐ Recognize and refute common misconceptions about AIDS
☐ Locate various community resources for AIDS information, counseling, antibody testing and services

Course Design and Consultation Services

The Development and Training Division can assist your organizational unit with training program design. We can help you devise your own training class, or locate outside professionals who can tailor programs to meet your specific needs.

We can also bring programs to your department on request, using diagnostic questionnaires to pinpoint training needs.

Finally, we can administrate and/or advertise training programs created by your unit. Please call Gayla Tyson at X64032 for further information on these services.

Group Enhancement Activities

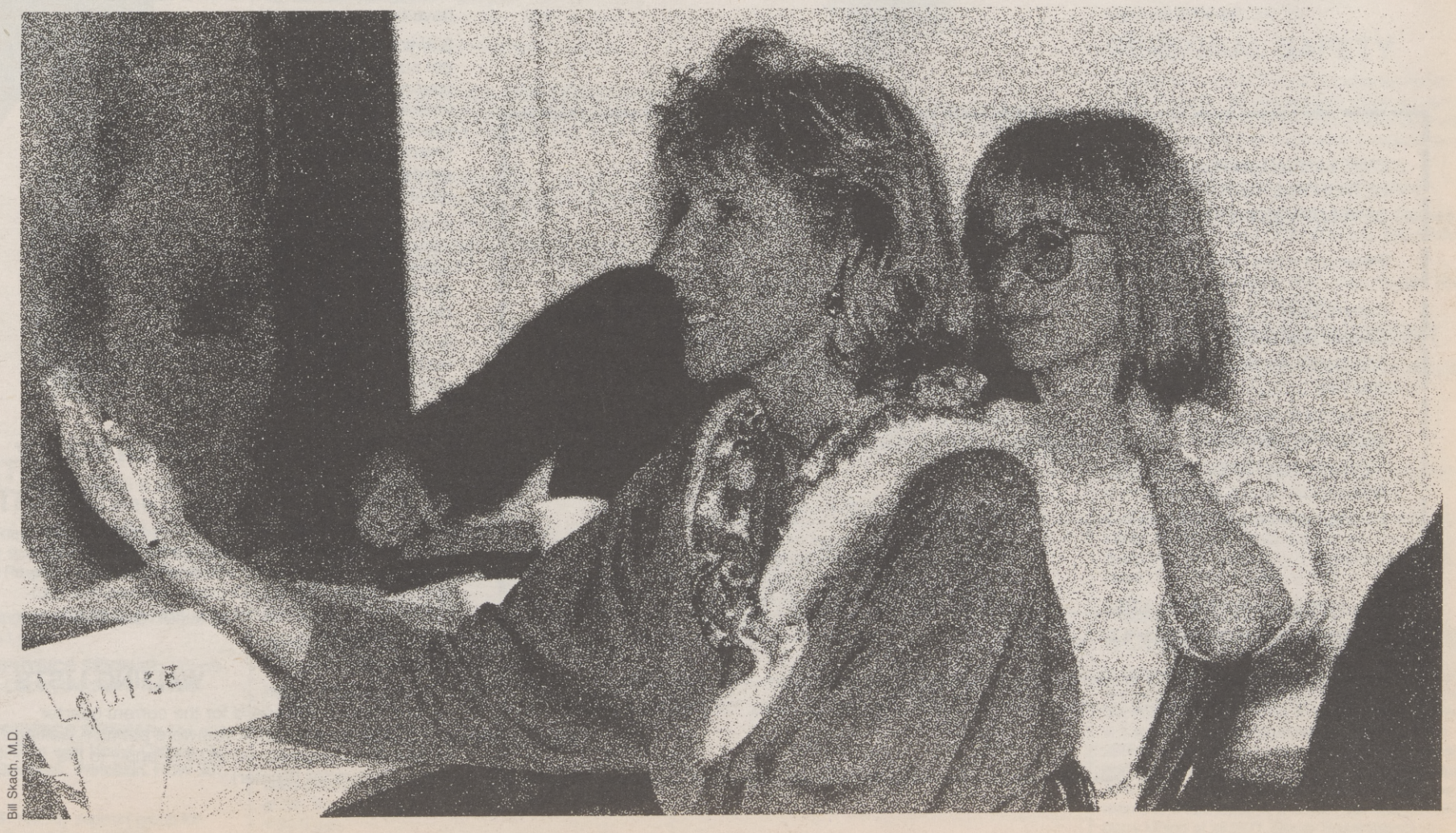
Group activities that offer mental and physical challenge have proven an effective way to develop trust and cooperation among fellow workers. The following exercises have been designed by Outdoor Programs for work groups who wish to enhance teamwork, communication, and group cohesiveness.

Option A - A half-day, action packed approach to group enhancement, provided at an on-campus location convenient to your group. Group size: 10-13. Fee: $40 per person.

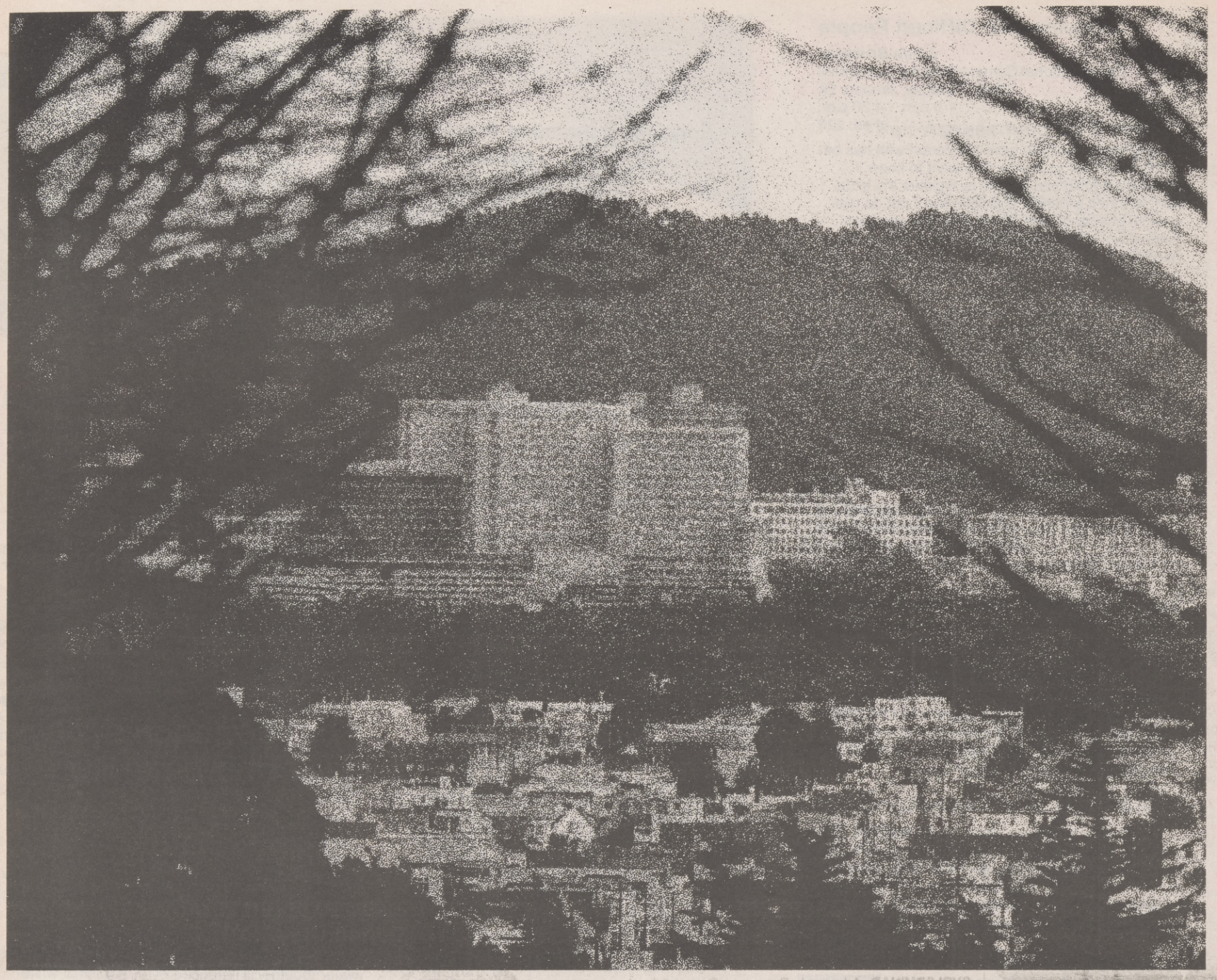
Option B - A full day of rafting on the American River, building your team by challenging the white-water together. Introduced by professional white-water guides. Group size: 10-13. Fee: $50 per person.

Option C - A day of high adventure in the Redwoods of the LaHonda Ropes Course. Expert leaders will guide your group through this carefully designed learning environment. Group size 10-13. Fee: $50 per person.

The above activities may be arranged to suit your group's schedule. Special rates are available for large groups. Contact Outdoor Programs at X61469 at least one month in advance of desired date.



Bill Skach, M.D.



AFFIRMATIVE ACTION STATEMENT

In accordance with applicable Federal laws and University policy, the University of California, San Francisco does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, sex, sexual orientation, age, or handicap. Inquiries regarding the University of California, San Francisco's equal opportunity policies may be directed to: Affirmative Action Coordinator, University of California, San Francisco, (415) 476-4752.

FOR DEVELOPMENT AND TRAINING INFORMATION CALL OR WRITE

Gayla Tyson, Division Manager
Susan Eveleth, Career Development Specialist
Gail Banish, Administrative Assistant
Alejandro Alarcon, Data Processing Specialist
Ric Wilson, Program Assistant
LHS 152, Box 0834
San Francisco, CA 94143
(415) 476-4032

ENROLLMENT PROCEDURES

Enrollment is on a first-come, first-served basis. Classes are limited to a suitable size, and are for UCSF employees only.

1. Promptly fill out the Enrollment Application, **ONE APPLICATION FOR EACH COURSE**, and return to the Development and Training Division, LHS 152, Box 0834.

2. If dates and times for the courses you choose are not specifically provided in this insert, please enroll in the course anyway. Development and Training will contact you when a date and time have been determined.

3. If your department is to be recharged, the budget number, budget authorization signature and your supervisor's signature is required. If you attend the course on your own time and pay your own fees, these signatures are not required. Checks should be made payable to the **UC Regents and dated the first day of the course** for which you are applying.

4. A letter confirming your enrollment and class location will be sent to you two weeks before the class is held. If you have not received a confirmation letter at least one week before the class, please call us immediately at X64032.

5. If the class is filled you will be placed on the waiting list and notified by mail. If you have not received notification one week before the class begins, please call us at X64032.

CANCELLATION POLICY

If you determine you cannot attend a class, please call the Development and Training office immediately to let us know, so that we can schedule another interested participant into your slot. In order to receive a cash or departmental refund, the Development and Training Division requires that cancellations be made 48 hours in advance of the scheduled class.

WAITING LISTS

Waiting lists are only valid for the current quarter (Fall, Winter or Spring). If you were put on a waiting list in the Fall quarter, you must re-apply to the class this quarter (Winter).

ENROLLMENT APPLICATION
DETACH AND RETURN TO:
DEVELOPMENT & TRAINING, LHS 152, BOX 0834

(Please print or type. One participant and one class per application.)

Current Date _____
Course Title _____ Session Number _____
Applicant's Name _____ Phone Ext. _____
Job Title _____ Mail Stop (Box) _ _ _ _ _____
Department Name _____
Supervisor's Signature _____
Employee Identification Number _ _ _ _ _ _
Fee _____
Paid by: (check one) Dept. _____ Personal Check _____
(check attached and dated the FIRST day of the course. ONE CHECK PER COURSE PLEASE.)
Department Budget No. _____
Budget Authorization Signature _____

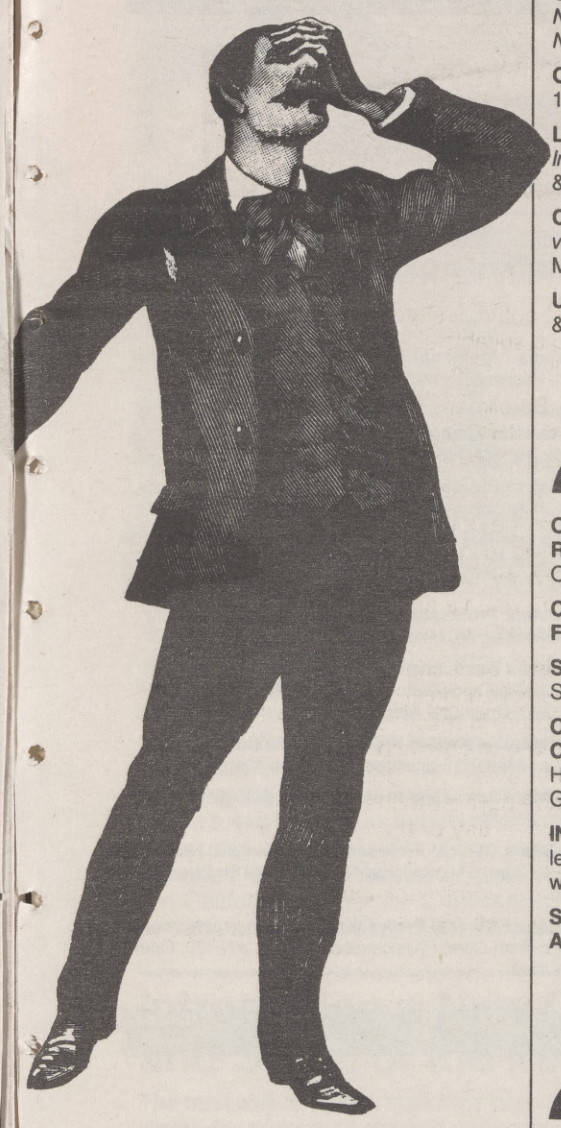
An application is required for enrollment into a workshop even when there is NO FEE for the course. Refunds on cancelled courses are made only if cancellation occurs TWO full days before the course is held.

Dec. 12, 1987-Jan. 1, 1988

18 Friday

SFGH MAXILLOFACIAL TRAUMA CONFERENCE. Rm. 4H4, SFGH. 7-7:30 a.m.

LPPI CHILD & ADOLESCENT SERVICE CLINICAL CONFERENCE: *Inner Themes & Outer Behavior in Early Child Development: A Longitudinal Study.* Henry Massie, Psychr. LPPI Aud. 10:10-11:30 a.m.



COPING WITH HOLIDAY STRESS

Relax & enjoy the holidays! Are you kidding? A workshop with Eleanor Fry sponsored by the Faculty, Staff & Student Assistance Program. HSW 303. Noon. Call x68279.

ALCOHOLICS ANONYMOUS MEETING: All are invited. HSE 336. Noon-1 p.m.*

BIOCHEMISTRY/BIOPHYSICS SEMINAR: *Spontaneous Mutation.* John Cairns, Biochem., Harvard. S 1364. Noon.

BIOCHEMISTRY/BIOPHYSICS SEMINAR: *The p53 Oncogene & Its Interactions with Viral & Cellular Proteins.* Arnold Levine, Biochem., Princeton. HSW 301. Noon.

CIRCLE OF SISTERS: Weekly support group for black women working & studying at UCSF. Noon-1 p.m. For location call x65836.

19 Saturday

ANESTHESIA MORBIDITY & MORTALITY CONFERENCE. HSW 301. 8-10 a.m.

ORTHOPAEDIC GRAND ROUNDS. Confr. Rm., R.K. Davies Med. Ctr. 8-9 a.m.

LOW VISION WORKSHOP: Last in a series of workshops for the blind & visually impaired by the UCSF Low Vision Clinic. 374 Parnassus. 11 a.m.-1 p.m. Call Francis Neer, 626-5313.*

21 Monday

OTOLARYNGOLOGY CONFERENCE: *Oral Cavity Neoplasms.* Lisa Pieper, Oto. *MRI of Oral Cavity Neoplasms.* William Dillon, Oto. S 214. 8-10 a.m.

OVEREATERS ANONYMOUS MEETING: N 417. 12:10 p.m. Call Janet, x61504.*

LABORATORY MEDICINE CORE CURRICULUM: *Immunoglobulin Disorders.* Daniel Stites, Lab. Med. & Med. L 535. 2-3:30 p.m.

CVRI SEMINAR: *Adrenergic Receptors: Recent Advances & Therapeutic Implications.* Joel Karliner, Med. S 1364. 4-5:30 p.m.

URORADIOLOGY CONFERENCE: Emil A. Tanagho & Hedvig Hricak, Uro. M 460. 4:30-6 p.m.

22 Tuesday

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: *Recurrent TMJ Dislocation.* Tony Pogrel, Oral & Maxfac. Surg. C 701. 8-10 a.m.

COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Conf. Rm., 6th Fl. A. 8 a.m.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.

OBSTETRICS/PEDIATRICS & ANESTHESIOLOGY CONFERENCE: John L. Kitzmiller, Ob/Gyn; Roderic H. Phibbs, Ped. & CVRI; Sol Shnider, Anes. & Ob/Gyn. M 1486. Noon.

INTERNATIONAL FOLK DANCING: Line dancing led by Dean Linscott. No partner needed, beginners welcome. MU Gym. 1:15-2:30 p.m. $2.*

SFGH GI-MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 3:30 p.m.

23 Wednesday

HAND SURGERY CONFERENCE: Journal Club. S 214. 7-8 a.m.

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call Lourdes Sibayan, coordinator, x61662.

WOMEN & SPIRITUALITY MEETING: Landberg Center, 1290-5th Ave. Noon-1 p.m. Call 564-3515 for further info.*

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon.*

HEAD & NECK TUMOR CONFERENCE. A 723. 1-3 p.m.

VASCULAR SURGERY GRAND ROUNDS. 7 Long Solarium. 4-5:30 p.m.

URO-ONCOLOGY CONFERENCE: *Immunotherapy of GU Tumors.* Perinchery Narayan, Uro. M 460. 4:30-6 p.m.

TRISERVICES CARDIOLOGY CONFERENCE. S 1364. 4:30-5:30 p.m.

SFGH GI-MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

28 Monday

OVEREATERS ANONYMOUS MEETING: N 417. 12:10 p.m. Call Janet, x61504.*

29 Tuesday

COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Conf. Rm., 6th Fl. A. 8 a.m.

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: Residents' Forum. C 701. 8-10 a.m.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.

OBSTETRICS, PEDIATRICS & ANESTHESIOLOGY CONFERENCE: John L. Kitzmiller, Ob/Gyn; Roderic H. Phibbs, Ped. & CVRI; Sol Shnider, Anes. & Ob/Gyn. M 1486. Noon.

TRANSFUSION MEDICINE JOURNAL CLUB: *HTLV-IV.* Melanie Adams, Lab. Med. 2nd Flr. Confr. Rm., Irwin Mem. Blood Bank. 4 p.m.

SFGH GI-MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 4-5 p.m.

30 Wednesday

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call Lourdes Sibayan, coordinator, x61662.

WOMEN & SPIRITUALITY MEETING: Landberg Center, 1290-5th Ave. Noon-1 p.m. Call 564-3515 for further info.*

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon-1 p.m.*

HEAD & NECK TUMOR CONFERENCE. A 723. 1 p.m.

VASCULAR SURGERY GRAND ROUNDS. 7 Long Solarium. 4-5:30 p.m.

TRISERVICES CARDIOLOGY CONFERENCE. S 1364. 4:30-5:30 p.m.

SFGH GI-MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

DEVELOPMENT & TRAINING

Call x64032.

Contracts & Grants Workshop. Tues., Dec. 15. 10-11:30 a.m.

Grants Training: Cost Transfers. Tues., Dec. 15. 1:30-4:30 p.m.

AIDS: Facts Versus Fiction. Wed., Dec. 16. 1:30-3 p.m.

CONTINUING EDUCATION

MEDICINE

Call x65208 for further information.

Cytopathology: Diagnostic Cytology of the Urinary Tract & Bladder Cancer Markers. HSW 301. Jan. 14.

Sampling & Evaluating Airborne Asbestos Dust. Holiday Inn, Emeryville. Jan. 18-22. Sponsored by Northern CA Occupational Health Program. Call 652-5507.

Recent Advances in Neurology. Fairmont Hotel, SF. Feb. 10-12.

Cytopathology: Imprint Cytology of Central Nervous System Lesions. HSW 301. Feb. 11.

Intensive Residency in Occupational Medicine. UCSF. Feb. 15-26.

Transfusion-Associated Infections & Immune Response. Fairmont Hotel, SF. Mar. 19-21.

RADIOLOGY

Call x65731 for further information.

New Concepts in the Basics of MR Imaging. Hyatt Regency, SF. Jan. 8-9.

Neuroradiodiagnostic Imaging: MRI, CT. Hyatt Regency, SF. Jan 11-15.

Automated Percutaneous Lumbar Disectomy Workshop. Hyatt Regency, SF. Feb. 27-27.

DENTISTRY

Call x61101 for further information.

Team Approach to Diagnosis & Treatment Planning for Dental Assistants. C 701. Dec. 13.

Update in Applied Nutrition. C 701. Jan. 30.

UCSF-FRESNO

Call (209) 225-6100, ext. 5557 for further information.

Emergency Medicine. Feb. 27.

Gastroenterology. Mar. 19.

PERSONAL SAFETY

Sponsored by UCSF Police Department Public Safety Program. All courses take place at Laguna Honda School conference room unless otherwise noted. Call x65683 for information & registration.*

Self-Defense Workshops. Sat., Jan. 23. 9 a.m.-5 p.m. $20 public. $15 UCSF affiliate.

Seven Week Women's Self-Defense Classes. Jan. 25-Mar. 14. Mon., 6:30-9:30 p.m. $40 public. $25 UCSF affiliate.

Tear Gas Certification. Wed., Dec. 16, Jan. 13 & 26. 6-9 p.m. Wed. Jan. 20 at SFGH.

STRESS MANAGEMENT

Stress Management Seminar. A six-week course. Wed., Feb. 10-Mar. 16. $117. Call x61445 or 383-8129.*

RAPE PREVENTION

Sponsored by UCSF Rape Prevention Education Program. Call x65222 for further information.*

Self Defense Classes for Children & Adolescents. Child Care Study Center, 610 Parnassus. Saturdays. 10:30 a.m.-2 p.m. Ages 8-10: Jan. 23. Ages 11-14: Feb. 6 & Mar. 5. $15.

HELP ELIMINATE SCHEDULING CONFLICTS

In order to help the campus avoid conflicts in scheduling important events, the News & Public Information Services Department has a computerized calendar. It is suggested that faculty, students and staff call x61541 when they are planning an event to make sure nothing has been scheduled for that date. Please note that in order to reserve campus conference rooms and auditoriums, it is still necessary to call Millberry Union at x62571, Room Reservations at x64436, Faculty/Alumni House at x64723, Laurel Heights at x68100 or the individual school or department.

Benefits/Personnel

Fifteen Ways to Stay Safe Over the Holidays

At the suggestion of Mary Kahn, who heads the Benefits Office, here is a list of ways to stay safe over the holidays and keep your insurance usage to a minimum. The contributor's name appears after each tip.

- **Don't let any large shoppers step on you.** (Kathy Balestreri, Med Center Administration)
- **Don't eat any poinsettia sandwiches.** (Ellen Call, Med Center Administration)
- **Don't laugh at your friend's pink-flocked Christmas tree.** (Allen Balderson, News Services)
- **Don't forget to take your finger out before you finish the bow.** (Steve Reynolds, News Services)
- **Don't lose a finger in your disk drive.** (Dick Dixon, Microcomputer Resources)
- **Don't lose your head in the holiday hub-bub.** (Dennis Piper, Med Center Publications)
- **Don't give your teenager a chemistry set, or a corvette.** (Liz Terra, Executive Registry)
- **Don't forget to buy presents for your family and friends.** (Karen Eldred, News Services)
- **Don't forget to buy a present for your boss.** (Michela Reichman, News Services)
- **Don't catch your hair on fire blowing out the Hanukkah candles.** (Mary Kahn, Benefits)
- **Just pretend you went skiing.** (Scott Tilden, Development)
- **Don't eat more than 10 pounds of See's candy by yourself.** (Laura Barney, EMPACT)
- **Be sure your hostess doesn't see you hide your half-finished cup of egg nog (her famous recipe).** (Mike Weilert, pathologist)
- **Don't stand under the mistletoe with your neighbor's spouse.** (Marga Wise, consultant)
- **Don't leave the house.** (Andy Hulett, Med Center Administration)

Need Help Coping With Holiday Stress?

The Faculty, Staff and Students Assistant Program (FFSAP) is providing a free workshop called "Relax and Enjoy the Holidays—Are You Kidding?" on Friday, December 18, from noon to 1 p.m. in HSW 303. Leader Eleanor Fry, MS, will help you identify holiday stress, offer suggestions for greater holiday enjoyment, suggest easy exercises and tips for holiday eating, and tell you how to take the pressure off relationships. Call FSSAP, x68279, for more information.

Pay Day: January 4

As in the past, December earnings for employees paid monthly will not be issued until January, 1988, for personal income tax reporting purposes. If you have SUREPAY, you'll get your earning statement on December 30, and your account will be credited on January 4. If you receive a check in your department, you'll get your check on the first working day of 1988—also January 4.

Need Help Coping With 1986 Tax Act?

The IRS is providing a free program for this purpose on Wednesday, December 16, from noon to 2 p.m. in Cole Hall.

How are the Funds Performing?

For those invested in the additional savings programs, here are the latest unit values and monthly factors (as of October 31):

- *Accumulation Unit Values*

Equity Fund: $47.60 (9.14%)*
Bond Fund: $29.26 (-3.27%)*

- *Monthly Factors*

Savings Fund: .0075 (9.38%)**
Money Market Fund: .0071 (8.86%)**
GIC Fund: .0079 (9.90%)**

*Percentages represent total percentage increase over previous 12-month period.

**Percentages represent the most recent returns expressed as an annualized rate. The money market and savings rates change monthly.

Questions, call x61400.

Frequently Asked Payroll Questions

We started this series a couple of issues ago. Here's another question Payroll gets asked over and over again:

How much will my next check be if I change my federal and state withholding exemptions?

Answer: This is a difficult question. If you send a note to the payroll office with a copy of your last earnings statement, they can get the answer back to you in about 10 days. If you need the answer sooner, your tax accountant may be able to help you, or you can get the tax tables from the IRS and Franchise Tax Board and do your own computing.

Jobs

The Personnel Department, located at 1350 Seventh Avenue, is open to receive applications every weekday from 8 a.m. to 5 p.m. with extended hours on Wednesdays, 8 a.m. to 6:30 p.m. Details of jobs listed below are available in the UCSF Employment Opportunities flyers. Copies are distributed campuswide and also are posted at the Personnel Office and in the main lobby of Moffitt Hospital.

Key:

UNION CODES: CX—Clerical and Allied Services
AFSCME EX—Patient Care Technical
SX—Service
CNA NX—Registered Nurses

Administrative/ Professional

MSO II/Assistant Director Materiel Services–Processing. Materiel Services. #H-C50124. $2,490-$3,296. Filing Deadline: 12/16/87.

Editor. Urology. #M-F55781. $1,976-$2,375. Filing Deadline: 12/16/87.

Clerical & Allied Services

Contracts & Grants Assistant II (CX). Contracts & Grants - Laurel Heights. #V-S42490. $1,766-$2,108. Open Until Filled.

Project Assistant II (CX). Med./General Internal Med. #M-C52345. $1,766-$2,108. Filing Deadline: 12/16/87.

Sciences, Laboratory & Allied Services

Staff Research Associate I/II. Lab. Med. #M-L52603. $1,811-$2,169 Or $2,070-$2,490. Open Until Filled.

Staff Research Associate I. Dental Public Health & Hygiene. #V-B46349. $10.41-$12.47/Hr. Open Until Filled.

Health Care & Allied Services

Clinical Nurse II (NX). Radiation Oncology. #H-P54846. $2,666-$3,067. Filing Deadline: 12/16/87.

Clinical Nurse II (NX). School of Pharmacy: Drug Studies Unit. #V-S54517. $2,666-$3,067. Open Until Filled.

Clinical Nurse II (NX). UC Renal Center - SFGH. #M-L50360. $2,666-$3,067. Open Until Filled.

Clinical Laboratory Technologist. Clin. Labs./Lab. Med. - SFGH. #M-C50556. $2,505-$3,020. Open Until Filled.

Hospital Laboratory Technician II (EX). Restorative Dentistry. #V-B48753. $13.73-$16.55/Hr. Filing Deadline: 12/16/87.

Hospital Pharmacy Assistant II (EX). Med./Infectious Diseases - SFGH. #M-C54045. $1,702-$2,032. Filing Deadline: 12/16/87.

Senior/Hospital Assistant. Radiation Oncology. #H-P54846. $1,597-$1,813 Or $1,502-$1,702. Filing Deadline: 12/16/87.

Registered Dental Assistant/Dental Assistant (EX). Dentistry Faculty Group Practice. #V-B47734/44. $1,595-$1,888 Or $1,401-$1,625. Filing Deadline: 12/16/87.

Maintenance, Fabrication & Operations

Lead Reprographics Technician (SX). Reprographics - 612 Forbes Blvd., SSF. #V-S52095. $1,843-$2,206. Filing Deadline: 12/16/87.

Psychiatric Inpatient Nursing

For more information on the following positions, call LPPI Director of Nursing Marilyn Rajokovich, x67361.

Clinical Nurse II. Adolescent & Young Adult Unit. $14.51-16.70.

Academic

The Senior Vice Chancellor–Academic Affairs distributes an Academic Employment Opportunities bulletin on a monthly basis to all UCSF departments. You may obtain a complete description of open academic positions from Academic Affairs, Room U162, UCSF, x62529. Positions are located on the Parnassus campus unless otherwise noted.

Assistant Clinical Professor. Dermatology. #M-777. Open until filled.

Assistant Professor in Residence. Pathology Service, Pathology. SFGH. #M-778. Open until filled.

Assistant/Associate Professor. Orthopaedic Surgery. #M-779. Filing Deadline: 12/31/87.

Professor. Division of Family and Community Medicine. #M-780. Open until filled.

Assistant/Associate Professor in Residence. Hematology/Oncology Division, Pediatrics. #M-781. Open until filled.

Associate/Full Professor. Medicine. VAMC. #M-782. Open until filled.

Assistant Professor in Residence. Cardiac Exercise/Noninvasive Cardiac Imaging, Medicine. #M-783. Open until filled.

Assistant Professor in Residence. Critical Care Division, Pediatrics. #M-785. Open until filled.

Assistant/Associate Professor in Clinical Medicine or Assistant/Associate Clinical Professor. Oncology, Medicine. #M-786. Open until filled.

Assistant Professor in Residence. Nephrology Division, Medicine. #M-787. Open until filled.

Associate/Full Professor in Residence. Interventional Angiography Lithotripsy. VAMC. #M-788. Open until filled.

Assistant Professor in Residence. Echocardiology/Cardiac Imaging, Medicine. #M-789. Open until filled.

Assistant/Associate/Clinical Professor. Obstetrics, Gynecology and Reproductive Sciences. SFGH. #M-790. Open until filled.

Assistant/Associate Professor in Residence. Anesthesia. #M-791 (8 positions).Open until filled.

Assistant/Associate Professor. Physiology. #M-792. Open until filled.

Assistant Clinical Professor. Gerontological Nursing (Acute Care), Physiological Nursing. #N-119. Open until filled.

Assistant Clinical Professor. Gerontological Nursing (Long-Term Care),Physiological Nursing. #N-120. Open until filled.

Inpatient Nursing

For more information on the following positions, call nurse recruiter Lynda Purves, x62252.

Clinical Nurse IV. Neonatology. $3045-3675/mo.

Clinical Nurse IV. Critical Care. $3045-3675/mo.

Clinical Nurse II. Acute Medicine. $14.51-16.70/hr.

Clinical Nurse II. Neurosurgery/Neurology. $14.51-16.70/hr.

Clinical Nurse II. Pediatric Intensive Care Unit. $14.51-16.70/hr.

Clinical Nurse II. Neonatal ICU/Recovery Nursery. $14.51-16.70/hr.

Clinical Nurse II. Gyn/Urol/ENT Surgery. $14.51-16.70/hr.

Clinical Nurse II. Medicine/Cardiology. $14.51-16.70/hr.

Do You Use This Section?

Do you read this section of *Newsbreak* to find out about current job openings? Or do you get your information from personnel flyers circulated in your office? Or do you read about jobs on the bulletin boards maintained by the Personnel Office?

We need your feedback. Please fill in the below information, cut out this section, and mail it to us at Box 0250. Or you can call x61541.

Name _____

Dept. _____ Ext. _____

Yes, I use this column _____ No, I don't _____

Medsounds Continued

"Careers in Health Care": Never a Dull Moment

Leslie Flores

When students arrived in the Dialysis Unit, including this group led by clinical nurse specialist Catherine Rickard, they found this perky-looking patient propped up in bed, ready to tell them anything they wanted to know. P.S. The patient closely resembles Dialysis staff member Ann Albano, don't you think?

Leslie Flores

Nothing like breaking bread together (or pizza) to break the ice. Among the pizza-eating hosts pictured are 7 ICU's Seth Kimball (left rear), Maternity's Catherine Wittenberg (second from left), and Pediatric's Lori Howell and Colleen Edwards (to the right). Of the 200 guests, many were parents, including Quality Assurance's Kyra Janssen (behind Lori), who came with daughter Kristin.

Your average "career fair" features a few booths with representatives passing out pamphlets, right? If a student finds a career in this manner, it's a miracle, also right?

That's exactly why the people who put on the "Careers in Health Care" program on November 17 made it an event in which students could participate, talk to people on the job, look at the work setting, get a feel for the whole environment, *and not get bored.*

First, the students were welcomed, then given brief introductions to a variety of health care career opportunities, provided by speakers from several departments; then whisked off in small groups to visit the areas of their choice. After that, they could visit booths, ask questions, socialize and indulge in all the pizza they could eat. Finally, there was a drawing for lots of prizes before everyone said good-bye and went home. And who knows, maybe we'll see a few of these faces back here in a few years, either studying or working.

In any case, it was a friendly, high-energy event—just the kind that might plant the right seed in a career-searching mind. And of course you'd like to know who provided the energy behind all this, from the planning to giving the presentations?

Maternity's stalwart Catherine Wittenberg chaired the event ("with lots of support from Helen Ripple"). The committee members included Jane Hirsch, Linda Mann, Micaela Presti, Susan Barbour and Linda Purves from Nursing; Jim Fink from Respiratory Therapy, Kathleen Brown from Physical Therapy, Tom McHugh from the Clinical Labs and Elaina Jurecki from Nutrition and Dietetics. The speakers included Elaina, 7 ICU's Seth Kimball, Clinical Labs' Sue Hamill, 12 Long's Bill Stanton, Respiratory Care's Brian Daniel, Post Partum's Corinna Cicuttin, Materiel Services' Earl McCowen, and Adult Oncology's Jennifer Brown. And the hosts, helpers, tour guides and booth representatives included many volunteers from many departments.

You Can Add Ken Hennings and Bill Harris to Your List of "People I Know"

Anne Dowie

Leslie Flores

You get the picture: This is the Patient Account Services unit at CED—formerly known as "Collections" before they adopted this less threatening title. The purpose of this pose is to introduce Ken Hennings (center), who has taken the job as new manager of the unit following Desmond Grogan's retirement.

Ken's experience in health care collections goes way back. For many years he managed the San Francisco-based Northern California Center for Collections, and served as vice-president of the corporation. More recently he worked with a group called Health Care Collections, Inc., which provided a whole package of collections services, including software, seminars and consulting in addition to direct collections activity.

While we have them here in the photo, let's introduce the rest of the staff: (left to right) Doug Robinson, Sandra Range, Victor Aguinaldo, Lily Manalo, Dave Peterson, (Ken), Judy Moore, Al Veloz and Gemma Tayao. Missing are Lynda McGee and Pat Winston.

The focus of this photo is the new manager of the Emergency Department, Bill Harris (center). If he looks a little familiar, it may be because he was already working here on a per diem basis when the management position opened up. "It was a great way to make the transition," he says. "I was already acquainted with the staff and the department. There were no hidden agendas."

Bill is originally from Bowling Green, Kentucky. He received his bachelor's in nursing from the University of Kentucky and held ER management positions in three hospitals—University of Kentucky Hospital, Charity Hospital in New Orleans and University of Cincinnati Hospital—before finishing his master's in hospital administration at the University of Cincinnati and moving to San Francisco to complete an administrative residency at Seton Medical Center in Daly City. Most recently, Bill was executive assistant director of ambulatory services at Rose Hospital in Hayward.

P.S. After begging Bill's fellow photo subjects to pose for this shot, the least we can do is give them acknowledgement: Thank you, ER staff members Donald Masuda and Melanie Johnson.

Introducing a New Cancer Resource Library and Some of the People Behind It

The best way to tell you about the brand new library for parents of children with cancer—and for the children themselves—is to tell you the story of the people in this photo.

In the center is Gary Shemano, whose father Jacob died from cancer 10 years ago. In his memory, the branches of the Shemano family have been making regular donations to the Regional Cancer Foundation in San Francisco, expressly for the development of a resource library for cancer patients and their families.

To the left is Trish Sullivan, who lost both parents to cancer, and who serves as the Foundation's librarian for this every-growing collection sponsored by the Shemano family.

To the right is Robin Kramer from our own staff, a clinical nurse specialist in pediatric oncology. For the past two years, in her spare time, Robin has been co-leading a support group sponsored by the Foundation for children with cancer and their siblings.

When Ernest Rosenbaum from our Cancer Research Institute (CRI) collaborated with the Foundation on the idea of having a branch of the library in the Children's Medical Center—and the Shemano family agreed to support it—Trish and Robin immediately began putting their heads together to build a collection that would best serve the needs and answer the questions of parents and families of children with cancer, as well as the children themselves.

When members of the Shemano family, the Regional Cancer Foundation and our own staff gathered for an opening ceremony a couple of weeks ago, the library already contained several reference books, plus books on nutrition, parenting, discipline, death, bereavement, personal narratives, and a number of books for teenagers and younger children. And this is just the beginning, said Gary Shemano during his dedication speech.

In addition to the book collection, Trish and Robin have put together a complete catalog of brochures on just about every subject you can imagine relating to cancer and children. If someone is interested in obtaining one or more pamplets, they simply drop a card in the mail, and Trish will fill the order.

Anne Dowie

Trish Sullivan, Gary Shemano and Robin Kramer at the dedication for the new library in M 621

Finally, Robin invites and encourages staff members to visit the new library in the Children's Medical Center Family Lounge, M 621, and become familiar with the books and material available—not only in order to refer patients and families, but also for your own interest and education.

UCSF Medsounds

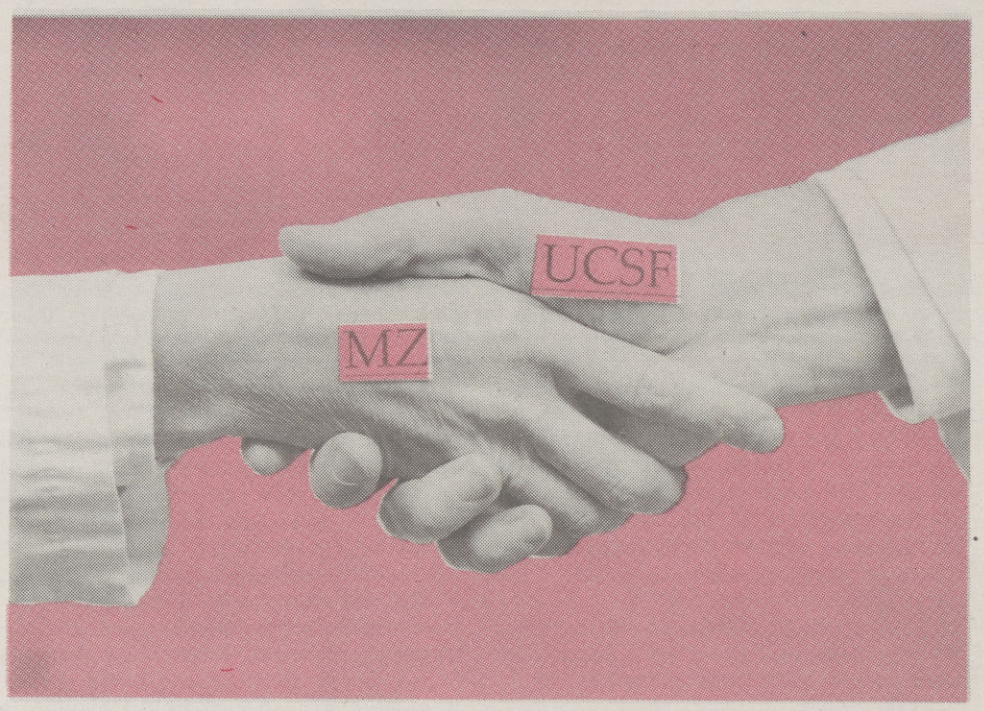
Volume 2, Number 22 Dec. 12, 1987-Jan. 1, 1988

UCSF/Mt. Zion Perinatal Partnership: Big Changes for 15th Floor

The recent authorization for a partnership between UCSF and Mount Zion Hospital and Medical Center to combine perinatal services—i.e., maternity and newborn care—has huge meaning for the future of our 15th floor!

Part of the partnership agreement, explains Maggie Bryan, Med Center deputy associate director, calls for all high-risk obstetric and neonatal care to be consolidated at the Med Center at UCSF. In order to accommodate at least as many babies as are presently cared for in both locations, our intensive care nursery, currently consisting of 16 intensive care level beds and 12 recovery level beds, will be expanded to a three-wing, 40 bed ICN on 15 Moffitt. This is scheduled for completion by the summer of 1990. Nursery care for minimally sick and well babies will continue at both hospitals, as will normal obstetric care.

Even before the ICN expansion, another major development is scheduled for the 15th floor. You know that huge storage space on 15 Long? It's going to be converted into a brand new and very attractive birth center, including labor, delivery and post partum rooms. The conversion, scheduled to begin in late spring, '88 and to be finished in spring, '89, was a part of the Med Center construction forecast before the partnership was established, says Maggie. "But the plans are very consistent with the needs of the joint program."



The whole area has been designed to be very appealing and comfortable, even for high-risk patients. "Each delivery room—where patients will undergo labor, delivery and recovery—will have a lovely, low-tech outward appearance. But for high-risk patients, or if the need arises, all the high-tech equipment will be right there, cleverly concealed behind cabinets and cupboards." The post partum rooms will be single rooms with many special features.

The UCSF-Mt. Zion perinatal partnership, to be effective January 1, 1988, springs from a 1984 agreement between the two institutions to begin consolidating resources and programs wherever the community could benefit by a joining of forces. "Since the agreement we have collaborated on several projects," says Maggie, "including the Center for Aging Services Research and the Mount Zion/UCSF Home Care Program. But the perinatal partnership is really the first attempt at combining major clinical programs."

In addition to clinical consolidation, the partnership also includes the integration of transport services for high-risk mothers and babies, combined community outreach education programs, and integration of training programs for obstetrics and pediatric residents.

The joint perinatal program is directed by Robert Jaffe, MD, chair of UCSF's Department of Ob/Gyn and Reproductive Sciences and Abraham Rudolph, MD, chair of UCSF Department of Pediatrics. Roberta Ballard, MD, chief of pediatrics and director of Maternal and Child Health Services at Mount Zion, will coordinate the program.

Medical directors for perinatology are physicians Jack Kitzmiller (UCSF) and Denise Main (Mount Zion); for neonatology, Roderic Phibbs (UCSF) and Roberta Ballard.

All Work and No Fun During the Holidays? Not Here

Coming Right Up: A Rollicking Fun "Winter Carnival"

By now you've received your personal invitation to the campuswide Winter Carnival party in Millberry Union on Monday, December 14, from 3:30 to 7 p.m. You can just show up and be surprised by all the wonderful things the party committee has planned for your pleasure, or you can turn to page one and read all about it.

If You Work Nights: Save Your Appetite for December 22

If you work the night shift in the Medical Center and have to miss the campuswide party, the recompense is a festive breakfast in your honor on the Tuesday before Christmas. Look forward to being served by the management staff and serenaded by the CED Carolers. This is by invitation—if you didn't get one, better check with your supervisor.

P.S. After the breakfast, the CED Carolers will be making their way through the Medical Center, bringing music to various patient floors. Keep your ears pealed.

On Christmas, Have a Meal on the House

If you're scheduled to work during the 24-hour period on December 25, then you'll get a ticket for a free breakfast, lunch or dinner in the Moffitt cafeteria, compliments of the Med Center. At this writing the menu was described by the cafeteria staff as "an unfattening indecision," predicted to become significantly more fattening as the details develop. Tickets will be available in your department, and your supervisor has the details.

Anne Dowie

A few ideas for toy drive donations, provided by Patient Accounts staff members (clockwise from left front) Josie Herman, Rene Vargas, Margaretta Wasson, Ben Estocapio, Elna Gimotea and Ollie Cummings. Notice the toys are in very good shape.

Maybe We Can Provide Some Fun for Others

If there's an item in the toy box that's in good shape but no one seems to be appreciating any longer, the Holiday Toy Drive provides the opportunity to (1) direct it toward someone who no doubt will be very pleased with it, and (2) get a space cleared for the new crop of toybox stuffers coming right up. But hurry! The drive ends Friday, December 18.

You'll find barrels in practically all campus locations, and if you've been thinking these barrels are rather nicely decorated, here are some people you can praise: Dave Fields from ACC Building Services, Kim Kleeh from Administration, Cheryl Weisker from Nursing Administration and Richard Felder and members of the Transport Services staff. Considering the fine decorating job, it's amazing some people think the barrels are garbage cans. If you see anyone making this mistake, please enlighten them.

P.S. If you don't have any toys to donate and don't have time to buy one, toy drive co-chair Faye Lewis says she'll be happy to make the purchase for you. Even $2 will buy a toy. Give her a call at x64844.

Tour Delightfully Decorated Units

At this writing, the winners of the "Victorian Holiday" decorating contest had not yet been selected, but here's a list of the departments that were scheduled for the judging, should you care to go on a tour and see for yourself who won. (Look in the next issue of *Medsounds* for the winners.)

Moffitt/Long:
15 Maternity
15 Delivery Room
Kidney Transplant Unit (14 Moffitt)
11 Moffitt
11 Long
9 Long
8 NE
7 Long
6 Long South
Bone Marrow Transplant Unit
PICU
Diagnostic Radiology
Radiation Oncology
Pharmaceutical Services—Administrative Offices
Clinical labs—Microbiology
Admitting
ACC:
Hematology/Oncology Clinic
General Medicine I
General Medicine II
Urology Faculty Practice
CED:
Inpatient Follow-up Unit
Patient Account Services
Accounts Receivable—Patient Services

Even Patients Can Christmas Shop

The Volunteers are providing a shopping service for patients through December 23. The gift cart circulates on nursing floors on Wednesdays from 10 a.m. to 1 p.m.; Thursdays from 1 to 5 p.m.; and Sundays from 10 a.m. to 3 p.m. Gift wrapping is provided at no charge. Questions, call the Beartique, x61845.

Who's Moving? Probably Someone You Know

If you want to keep up to date with who's where in the Medical Center, better read this:

Volunteer Service has moved to larger quarters in L 119A, where Social Services used to be before they moved to the plaza level of ACC. Phone and mailbox stay the same.

The entire Budget and Reimbursement staff has moved from Third Avenue to the first floor of CED. Their room number is 100A; extension, x66796; and address, Box 0824.

Planning and Marketing director Patty Perry is moving to L 119, and the rest of the staff—except for Norma Criado, who's moving with Patty—will now be located on the fifth floor at CED. As of Monday, December 14 (or thereabouts), Patty can be reached at x63289, Box 0208. The staff moving to CED will keep the former extension and mailing address: x64644, Box 0940.

Also moving to the fifth floor of CED is the eight-member Medical Records transcription unit, after a year of temporary housing in M 912. Their extension—x61633—and all transcription lines will stay the same. With the move comes a brand new service—a STAT transcription line. Watch your mailbox for details.

Dick Dixon, the Med Center's microcomputer resource person, has moved from L 119 to Carl Heller's former office at M 38. Phone and box number stay the same.

And finally, Med Center publications coordinator Dennis Piper has moved from L 119 to M 167A. You can reach Dennis and his staff (Andy Hulett) at x65817, Box 0208.

Read All About It!

- **Many Med Center MAP Award winners,** page 1
- **Shuttle stops moving to LPPI,** page 2
- **EMPACT's super ski program,** page 2
- **Free Hepatitis B vaccine,** page 2

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